



**PARK CITY COUNCIL MEETING
SUMMIT COUNTY, UTAH
September 24, 2015**

PUBLIC NOTICE IS HEREBY GIVEN that the City Council of Park City, Utah will hold its regularly scheduled meeting at the Marsac Municipal Building, City Council Chambers, 445 Marsac Avenue, Park City, Utah for the purposes and at the times as described below on Thursday, September 24, 2015.

CLOSED SESSION

3:15 pm To discuss Property, Personnel and Litigation

WORK SESSION

3:50 pm Council Questions and Comments

4:00 pm Update from the U.S. Environmental Protection Agency on the Uintah Mining District Site Work Plan and Schedule

4:15 pm Open and Public Meetings Act - Annual Training on September 24, 2015

4:45 pm Information Update on Potential and Future Historic Preservation Funding Options

5:15 pm Consideration of a Request to Update Council Priorities to include Carbon Reduction as a Critical Priority

REGULAR MEETING

6:00 PM

I. ROLL CALL

II. COMMUNICATIONS AND DISCLOSURES FROM COUNCIL AND STAFF

1. Park City Municipal Safety Awards Recognition - Manager's Report

III. PUBLIC INPUT (*ANY MATTER OF CITY BUSINESS NOT SCHEDULED ON THE AGENDA*)

IV. CONSIDERATION OF MINUTES

1. Consideration of a request to approve the Meeting Minutes from August 6 and August 20, 2015

V. CONSENT AGENDA

1. Consideration of a request to authorize the City Manager to enter into a Professional Services Agreement, in a Form Approved by the City Attorney, with Stanley Consultants for consultant services related to the re-construction of Lowell Avenue in an amount not to exceed \$397,323.

VI. NEW BUSINESS

VII. ADJOURNMENT

A majority of City Council members may meet socially after the meeting. If so, the location will be announced by the Mayor. City business will not be conducted. Pursuant to the Americans with Disabilities Act, individuals needing special accommodations during the meeting should notify the City Recorder at 435-615-5007 at least 24 hours prior to the meeting. Wireless internet service is available in the Marsac Building on Wednesdays and Thursdays from 4 p.m. to 9 p.m. Posted:

See: www.parkcity.org



DATE: September 24, 2015

TO HONORABLE MAYOR AND COUNCIL

The United States Environmental Protection Agency (EPA) has developed an Action Memorandum to prevent the downstream migration of hazardous substances at the Uintah Mining District Site in Park City, Summit County, Utah. EPA representatives, consistent with an Administrative Order on Consent, will provide an update on the work plan and schedule.

Respectfully:

Matt Dias, Asst City Manager



DATE: September 24, 2015

TO HONORABLE MAYOR AND COUNCIL

A public body in the State of Utah is required to provide annual training to its members on the requirements of the Open and Public Meetings Act. In accordance with the requirement, staff will provide training to City Council on September 24, 2015.

Respectfully:

Matt Dias, Asst City Manager



Open and Public Meetings Act Annual Training

Park City
City Council
September 24, 2015

Spirit of the Act

- Act Openly
- Make Decisions Openly
- Deliberate Openly
(the hardest part)
- Conduct the People's Business Openly

Openly = In Public



Jeff Parker / Florida Today

Spirit of the Act

Who has to follow the OPMA?

- Any local administrative, advisory, executive, or legislative body which:
 - Consists of two or more persons
 - Spends, distributes, or is supported by tax money
 - Has authority to make decisions about the public's business (which has been interpreted to include advisory groups)
- In other words, **you do!**



Mr. Lightman / FreeDigitalPhotos.net

What is a Meeting?

Quorum: For regular Council meetings, 3 members (excluding the Mayor) constitute a quorum. Once there is a quorum, simple majority can approve action. (U.C.A. § 10-3-504).

- The Council shall not conduct any business at a meeting unless a quorum is present (including work session or site visit).
- However, the Open and Public Meetings Act's prohibition on improper meetings outside the public meeting likely applies to the Mayor + 2 Council members, since the Mayor may vote in the case of a tie and on certain specific matters. The Act expressly provides that "2 elected officials" may meet to discuss matters without running afoul of the Act. (U.C.A. § 52-4-103(9)(a)).

Convene: The calling of a meeting of a public body by a person authorized to do so for the express purpose of discussing or acting upon a subject over which that public body has jurisdiction or advisory power.

- Does not include chance or social meetings – unless they are used to circumvent the Act's purposes.

What is a Meeting? (cont'd)

Social Events: OK for members to socialize, just can't discuss/act on matters under their official jurisdiction.

"Meeting after the Meeting": OK if just social, but staff recommends giving notice and allowing public to attend. Make sure announcement of where you are going is made while people are still paying attention. Don't use the after-meeting to rehash the meeting.



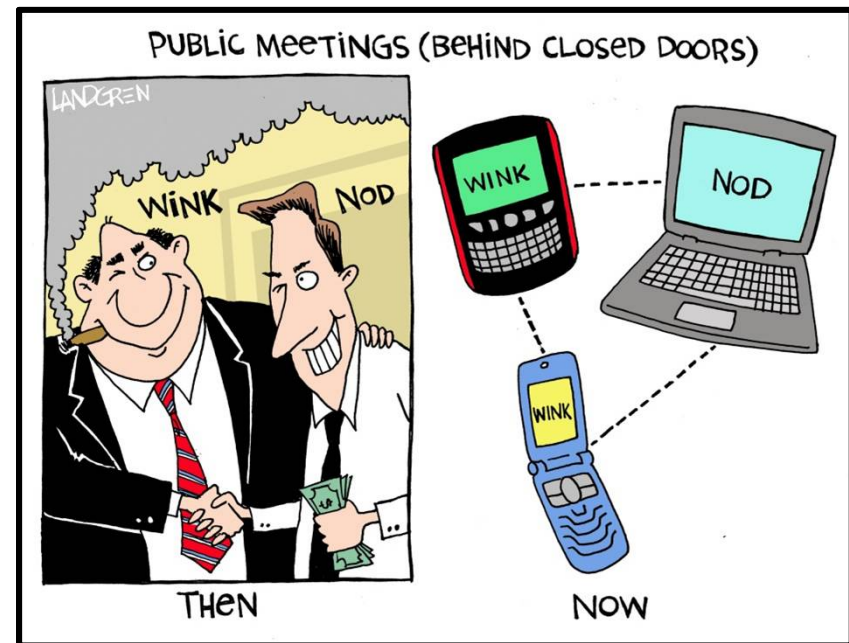
Don Landgren Jr. / The Landmark

Conference Call: It's a meeting if a quorum is involved, so don't do it.

What is a Meeting? (cont'd)

Email: Maybe OK – if not sent to quorum or if limited to non-substantive matters (i.e. scheduling). **Cannot act or deliberate behind the scenes.**

- Example: Borough council policy was to provide water for free to fire houses. Councilman wanted to change it so fire houses which sold liquor (as a sort of side business) would not get the exemption. He wrote an email to the other members to get assent, and then changed the policy without any public deliberation or decision. The council's action was challenged under OPMA.
- Cannot send emails during meetings regarding the subject matter of the meeting.



Don Landgren Jr. / The Landmark

What is a Meeting? (cont'd)

Remember: Email may be a public record under GRAMA. (U.C.A. § 63G-2-103).

- Note: iPads are not city equipment, but emails on your city accounts (or any substantive emails regarding City business, even if on another email account) are subject to GRAMA and OPMA.

Bottom Line: Citizens are entitled not only to **know** **what** government decides, but to **observe how and why** every decision is reached. Communication by email is not entirely off-limits, but all deliberations must be done in public and recorded.

(U.C.A. § 52-4-210: "Nothing in this chapter shall be construed to restrict a member of a public body from transmitting an electronic message to other members of the public body at a time when the public body is not convened in an open meeting.")



Gary Varvel / Indianapolis Star

What is a Meeting? (cont'd)

Example 1A: Two councilmembers meet up for drinks. The conversation strays into council business. Is it a meeting?

No. They do not constitute a quorum.

Example 1B: The mayor happens by and joins the conversation. Is it a meeting?

Yes. With two councilmembers plus a tiebreaking vote from the mayor, they constitute a quorum.

Example 1C: The three of them refrain from talking about council business. Is it a meeting?

No. Councilmembers are free to meet socially and interact, as long as no council business is discussed.

What is a Meeting? (cont'd)

Example 2A: One councilmember emails another councilmember proposing that they vote a certain way on a pending matter. Is it a meeting?

No. They do not constitute a quorum.

Example 2B: The second councilmember forwards the first councilmember's email to another councilmember. Is it a meeting?

Yes. Email communications may count as meetings under OPMA, and three councilmembers constitute a quorum.

Example 2C: One councilmember emails another councilmember during a council meeting, proposing that they vote a certain way on a pending matter. Is this a violation of OPMA?

Yes. Communicating by email instead of publicly during the meeting is not allowed.

Location of Meeting

The Rule: On the day of the regularly scheduled meeting, any work sessions or closed sessions must be held at the regular meeting location, unless:

- The regularly scheduled meeting is being held elsewhere;
- There is an emergency or other extraordinary circumstances;
- The meeting is being held electronically; or
- There is a site visit or traveling tour.



Parks and Recreation

Notice: Must provide public notice of the location.

Electronic Meetings

Electronic Meeting: a public meeting convened or conducted by means of a conference using electronic communications.

- Allowed by Municipal Code § 2-3-2(C) pursuant to the requirements of U.C.A. § 52-4-207. Based on your experiences with electronic meetings, you may adopt rules regarding how such meetings are conducted (i.e. require video connection, etc.).
 - Circumstances such as accepting video testimony on a matter or interviewing a potential board member are not triggered under this provision.



Scott Adams / Dilbert

Closed Meetings

Closing a Meeting to the Public: The only reasons that a meeting may be closed to the public (U.C.A. § 52-4-205):

- Discussion of an **individual's character**, professional competence, or physical or mental health.*
 - But not an interview to fill an elected position or a discussion regarding filling an midterm vacancy.
- Strategy session to discuss **collective bargaining**.
- Strategy session to discuss pending or reasonably **imminent litigation**.
 - Must be specific, not an open-ended threat.
- Strategy session to discuss the purchase, exchange, lease, or sale of **real property or water rights** if public discussion of the transaction would: (a) disclose the appraisal or estimated value of the property under consideration; or (b) prevent the public body from completing the transaction on the best possible terms.
 - If selling, must give public notice that property is being offered for sale, and terms of sale must be publicly disclosed before sale is approved.
- Discussions regarding **security** personnel, devices, or systems.*
- Investigative proceedings regarding **allegations of criminal misconduct**.

*Does not require recording.

Closed Meetings (cont'd)

Example 1: The city proposes to annex some land. Another nearby city objects, and the matter is appealed to the county boundary commission. In the meantime, the county commission meets in closed session to discuss with the county attorney whether to also object to the annexation.

Was this a violation of the OPMA?

Answer: No, because (1) discussing the viability and implications of different courses of action is a "strategy session," and (2) the fact that the matter is pending before the boundary commission meant that it is "pending litigation." Such strategy sessions regarding pending litigation are exempt from the prohibition on closed meetings.

See *Kearns-Tribune Corp. v. Salt Lake County Commission* (2001).

Closed Meetings (cont'd)

Example 2: One councilmember, at the end of a long St Patrick's Day pub crawl, overhears his intoxicated neighbor say to no one in particular: "If that stupid City Council doesn't stop giving me parking tickets, I am going to sue, because I have freedom of speech!" At the time, city staff just happens to be working on an overhaul of the city's parking ordinances. Can the discussion regarding parking ordinances be moved to closed session?

Answer: No. Although the statute does allow closed discussions of litigation, the litigation at issue must be actually pending or "reasonably imminent." In this case, there is little reason to believe that the neighbor is actually going to sue.

Closed Meetings (cont'd)

Example 3: After the EPA issues a decision imposing severe restrictions on the use of snow-making machines in areas where mining activity once took place, the city council meets in private with the city attorney and representatives from the three resorts to discuss legal options in response to the EPA decision.

Was this a violation of the OPMA?

Answer: Probably not. The key question is whether the EPA decision created “reasonably imminent” litigation to which the parties were responding.

See Geoff Liesik, “Lawsuit accuses Uintah County commissioners of violating Open Meetings Act” (Deseret News, July 10, 2012) (reporting that a resident had filed suit against county commission for holding a closed-doors meeting with oil-shale companies after a BLM decision to rescind leases; the case did not make any headway).

Closed Meetings (cont'd)

Example 4: A fledgling multi-level marketing company wants to relocate from Utah Valley to Park City and decides the city's Marsac building is perfect for its needs. So the company offers \$20 million for the building. City staff order an appraisal, which places the value of the building at \$5 million. Staff also request an estimate for what it would cost to build a new building that would meet the city's needs. That estimate comes in at around \$7 million. Council decides in closed session to accept the company's offer and construct a new building.

Was this a violation of the OPMA?

Answer: Yes. In order to close discussion of a potential sale of property, the city must first give public notice that the property is for sale and/or disclose the terms of the sale before approving it.

Closed Meetings (cont'd)

Example 5: The city manager notices a glaring error in a memorandum from the city attorney, who is 89 years old. After talking with other city staff and people who know the city attorney, the city manager believes that the city attorney may be suffering from dementia. The city manager drafts a staff report recommending that the city council take action, and the council meets in closed session to discuss the situation.

Was this a violation of the OPMA?

Answer: No. Discussions regarding an individual's professional competence or mental health may be closed, and the city attorney is appointed by the council, not elected.

OPMA Notice Requirements

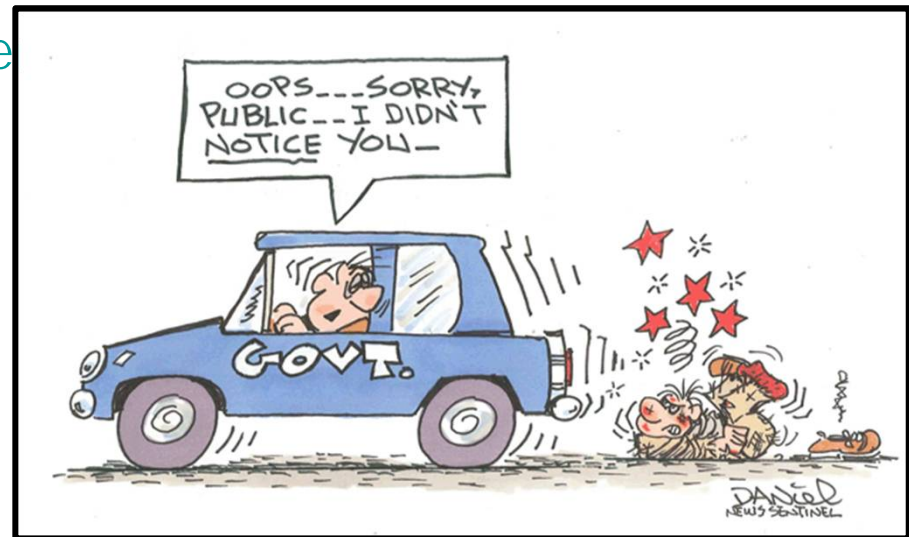
Under OPMA:

- Must provide notice at least 24 hours before the meeting.
- Notice must include the agenda, date, time, and place of meeting.
 - Agenda must be specific enough for public to know what will be discussed.

At a minimum, notice must be:

- Posted on the Utah Public Notice Website; and
- Posted at City Hall;
- Published in media is met by posting on Public Notice Website

Regular Meetings: Public bodies which hold regular meetings over the course of a year must give notice of its annual schedule every year.



Charlie Daniel / News-Sentinel

Public Comment

Open Meeting: Public must be allowed to come and watch, but there is **no requirement to allow them to comment**.

- For example: Congress in action – open, but no public input
- Public hearings, on the other hand, do require an opportunity for public comment.
- Disruption of meetings does not have to be tolerated.
 - For example, students protested at a UNC Board of Governors meeting regarding a decision to close some facilities. Removing the disruptive students did not violate the OPMA. However, the Board went a step further and closed the meeting to everyone but the media. This did violate the OPMA.
- OK to keep people on point.
- Public's time belongs to everyone, not just the individual who is speaking.
- Topics not on the agenda can be raised by the public and discussed, as long as no final action is taken.

Minutes and Recordings

Required for all public meetings.

- Except for site visits.

Recordings: Must be unedited, of entire meeting, clearly labeled, and available to the public.

- Must be made available within three business days.
- Public has right to record meeting, if they can do so without disrupting.

Minutes: The official record of the meeting.

- Must be approved by the body.
- Can be released to the public before body approval, as long as they are marked "unapproved."
- Draft minutes must be available to public within a 30 days after the meeting (and approved within three days of the approval).
- Must include:
 - Substance of all matters proposed, discussed, or decided
 - Names people giving testimony and substance of their testimony
 - Individual votes
 - Any additional information requested to be added by a member of the body

Emergency Meetings

Notice: Must give best notice practicable as to the time and place of the emergency meeting, as well as the topics to be considered there.

- Must attempt to notify all members of the body.



The Lord of the Rings

Convening: Majority of the body must agree to hold the meeting because of an “emergency or urgent matter.”

Minutes: Should include a statement of the unforeseen circumstances that made the meeting necessary.

Violations of the OPMA

What happens if someone breaks the open-meetings laws?

- In addition to any other penalty under this chapter, a member of a public body who knowingly or intentionally violates OR who knowingly or intentionally abets or advises a violation of any of the closed meeting provisions of this chapter is guilty of a **class B misdemeanor**.
- Action taken in the meeting is voidable if the body violated the Act.

Who can enforce the law?

- The Attorney General
- A county attorney
- A private citizen who has been denied his/her rights under the law can file a lawsuit within 90 days, or within 30 days if it involves bonds, notes, or debt.





DATE: September 24, 2015

TO HONORABLE MAYOR AND COUNCIL

Staff recommends that, as part of the budget process, the City consider creating a dedicated Historic Preservation Easement Program to which City Council can allocate an amount to be determined on an annual bases through the Budgeting for Outcomes process for the preservation of historic mine sites or other structures or items listed on the Historic Sites Inventory (HSI).

Respectfully:

Matt Dias, Asst City Manager

City Council Staff Report



Subject: Potential Historic Preservation Funding Mechanisms
Author: Nate Rockwood – Capital Budget, Debt & Grants Manager
Department: Budget
Date: September 24, 2015
Type of Item: Informational

Summary Recommendation:

Staff recommends that, as part of the budget process, the City create a dedicated Historic Preservation Easement Program to which City Council can allocate an amount to be determined on an annual bases through the Budgeting for Outcomes process for the preservation of historic mine sites or other structures or items listed on the Historic Sites Inventory (HSI).

Topic/Description:

Discussion of the recommended funding structure and potential funding sources for historic mine site preservation and historic preservation easements.

List of Acronyms:

CUP	Conditional Use Permit
HSI	Historic Sites Inventory
MPD	Master Planned Development
RDA	Redevelopment Agencies
GASB	Governmental Accounting Standards Board
CIP	Capital Improvement Plan
TRT	Transient Room Tax
BFO	Budgeting for Outcomes

Background:

On July 16, 2015, City Council and staff held a historic preservation work session to review staff's current preservation efforts and to receive feedback from City Council on future efforts. The staff report and discussion detailed the history of the City, reviewed past historic preservation efforts and current efforts and discussed several tools available to the City for future historic preservation.

<http://www.parkcity.org/Modules/ShowDocument.aspx?documentid=15239>

Since July 16, the Planning Department has made significant progress on further assessing the historic preservation needs and developing the tools discusses at the work session. The Planning Department will continue to provide Council updates on progress with historic preservation efforts. The intent of this staff report is to focus exclusively on potential funding sources and recommend a funding strategy for historic preservation moving forward.

In the past, funding for programs such as the Historic Incentive Grants and Historic Abatement have been housed in the Capital Improvement Fund as part of the Capital Improvement Plan (CIP). This worked well because large pool of funding could be allocated by Council towards these projects with unspent funding rolling forward each year. However in 2010, GASB 54 was enacted, which among other things, further defined the allowable use of a Capital Fund and restricted any capital funding from going towards a project that is not an asset of the City.

In order to comply with the new accounting standards, programs funding projects which would not be owned by the City, such as Historic Incentive Grants and Historic Abetments programs, were moved to the General Fund as non-departmental line items. Likewise funding for these programs previously housed in capital RDA funds (Fund 33 and 34) were moved to newly created RDA Special Revenue Funds (Fund 23 and 24).

While moving these programs to the General Fund and RDA Special Revenue Funds allow the expenditures to comply with GASB 54 restrictions, they present a different set of problems in terms of budgeting, especially when expenditures for these programs can fluctuate dramatically from year-to-year.

Analysis:

Preservation Easements Program

Staff is currently evaluating the best structure for creating and maintaining historic preservation easements. Staff may propose an expansion of their use to enable the Historic Preservation Easement Program to contribute to initial historic site stabilization or rehabilitation and in return the City would be granted a historic preservation easement for the site. However, preserving circumstances where such easements can be donated also offers incentives to the property owner. Legal, Planning and Budget Staff will continue to work through the details of these preservation easements agreements. Use of the Historic Preservation Easement Program funds would likely be prioritized for those sites which are not currently under negotiation as part of a MPD or other agreement.

Funding for the proposed Historic Preservation Easements Program would act much like the General Fund funding for the Historic Incentive Grants. The program would be part of the General Fund as a non-departmental line item. As part of the BFO budget process, Council could allocate an annual budget amount towards the program. Staff is in the process of evaluating potential costs and prioritizing the Historic Sites Inventory and evaluating the best approach to address the mine sites. Through this process, staff will recommend an initial annual funding amount for the Historic Preservation Easements Program.

As funding for this program is part of the General Fund and would use general property tax and sales tax revenue, it should follow the Budgeting for Outcomes prioritization process and be approved annually by City Council. Scoring priority for this program would follow the BFO process which includes evaluating the program in the context of

Council's goals and priorities and in the context of all General Fund services provided by the City as they have been linked to the City's strategic plan.

Other Possible Sources of Revenue for Historic Preservation

Because the Historic Preservation Easement Program would be part of the General Fund, some general fund revenues could potentially be used to further fund the program. These would typically be in the form of property tax or sales tax. While City Council has not requested a discussion of any property or sales tax increase, however, in order to provide a full view of all possible funding sources, staff has presented these options below. **It is important to note that staff is NOT recommending any sales tax or property tax increase in this report.**

Property Tax

Property tax revenue may be increased by City Council through the Truth in Taxation process. With the current Park City property tax base, in order to generate an additional \$1M. in annual property tax revenue would require increasing the levy by 0.0001446 which would equate to \$14.46 per \$100,000. This would result in a just over a 10% increase in General Fund property tax revenue. This would be a 1.7% overall increase on a property tax bill. (The \$1M figure is purely illustrative in order to show round figures)

Transient Room Tax

The City currently levies the total allowable amount for local option and resort communities sales tax which can be received in the General Fund. The City Council can levy a citywide 1% Transient Room Tax (TRT). The TRT would apply to all overnight lodging purchases within the City just as the current 3% countywide TRT does today. The City could levy a TRT up to 1% with the approval of Council, following a public notice, public hearing and with an enacting ordinance. The Utah State Tax Commission would begin collection of the tax 90 day following the quarter in which they receive notification of the enacting ordinance. The budget staff projects that the full 1% citywide TRT would generate between \$1.9 to 2.2 million in FY 2015 dollars. *Again, staff is not recommending an increase in the Transient Room Tax or any other tax.*

General Obligation Bond

Staff has researched and consulted with Bond Council about the ability to hold a General Obligation Bond election for the purpose of Historic Mine Site preservation. Unfortunately, much like the GASB 54 restrictions on capital expenditures, the Utah Local Government Bonding Act (Utah Code 11-14-1) limits the use of bond funds to specific uses authorized by the bond act which include improvements, facilities, or property that would be owned by the City or jointly owned by the City and another political subdivision. The act specifies improvements and facilities which would qualify.

Historic Preservation Funding and Potential Funding	
Funding Sources and Type	Dollars
2015 Funding Available for Historic Preservation (all Funds)	\$127,000
General Fund	\$47,000
Lower Park RDA Special Revenue Fund*	\$50,000
Main Street RDA Special Revenue Fund*	\$30,000
2016 Funding Available for Historic Preservation (all Funds)	\$127,000
General Fund	\$47,000
Lower Park RDA Special Revenue Fund*	\$30,000
Main Street RDA Special Revenue Fund*	\$50,000
2016 Funding that could be available without a Budget Change	
General Fund Contingency	\$100,000
Lower Park RDA Special Revenue Fund*	
Main Street RDA Special Revenue Fund*	
Would be generated annually with an 10% City GF (1.7% overall) increase in Property Tax	\$1,000,000
Would be generated annually with a Transient Room Tax	\$1.9 - 2.2 M.

* Special Revenue Funds must be adjusted at year-end to match actuals. Any expenditures above budgeted amounts must be approved by City Council. Expenditures may not exceed amount available in RDA.

Department Review:

This report has been reviewed by the Budget and Legal Departments as well as the City Manager.

Alternatives:

A. City Council should do the following:

Provide direction for staff to develop and include a Historic Preservation Easement Program as part of the BFO process.

B. Continue the Item:

Council could ask for additional information and continue the discussion at a later date

C. Do Nothing:

Staff will continue evaluating the issue as needed on a site-by-site bases - funding strategy, process and availability will be unclear





D. Modify:

Council could modify or give direction on additional funding sources or funding strategy

E. Deny:

Council could direct staff to stop working on historic preservation funding issues

Significant Impacts:

	World Class Multi-Seasonal Resort Destination (Economic Impact)	Preserving & Enhancing the Natural Environment (Environmental Impact)	An Inclusive Community of Diverse Economic & Cultural Opportunities (Social Equity Impact)	Responsive, Cutting-Edge & Effective Government
Which Desired Outcomes might the Recommended Action Impact?	<ul style="list-style-type: none"> + Balance between tourism and local quality of life + Multi-seasonal destination for recreational opportunities 		<ul style="list-style-type: none"> + Preserved and celebrated history; protected National Historic District + Preserved and celebrated history; protected National Historic District - Part-time residents that invest and engage in the community + Vibrant arts and culture offerings 	<ul style="list-style-type: none"> + Fiscally and legally sound + Streamlined and flexible operating processes
Assessment of Overall Impact on Council Priority (Quality of Life Impact)	Positive 	Neutral 	Very Positive 	Positive 
Comments:				

Summary Recommendation:

Staff recommends that, as part of the budget process, the City create a dedicated Historic Preservation Easement Program to which City Council can allocate an amount to be determined on an annual bases through the Budgeting for Outcomes process for the preservation of historic mine sites or other structures or items listed on the Historic Sites Inventory (HSI).



DATE: September 24, 2015

TO HONORABLE MAYOR AND COUNCIL

In February 2014 during the annual City Council Retreat, City Council identified five Top Priorities and eight High Priorities. In December 2014, in an effort to bring increased attention to certain items, City Council reworked the 13 identified priorities into two Critical Priorities, three Top Priorities, and seven High Priorities. This resulted in increased community awareness on the two Critical Priorities of Housing and Transportation. Additionally, these items were given greater importance in the Fiscal Year 2016 budgeting process.

At the September 3, 2015 City Council meeting, City Council Member Tim Henney requested that the City Council have a discussion about the possibility of elevating Carbon Reduction and/or Energy Conservation as a third Critical Priority. This report is intended as support material for that discussion.

Respectfully:

Matt Dias, Asst City Manager



City Council Staff Report

Subject: City Council Critical Priorities: Should carbon reduction be added as a third Critical Priorities

Author: Ann Ober, Senior Policy Advisor
Phyllis Robinson, Public Affairs Manager
Diane Foster, City Manager

Department: Sustainability and Executive

Date: September 24, 2015

Type of Item: Work Session

Summary Recommendation:

City Council should discuss and determine if they would like to modify the current list of Council Priorities to add Carbon Reduction as a third Critical Priority. Staff recommends Alternative C: Ask staff to prepare a detailed report for presentation in a January 2016 City Council Study Session on the topic "Elevating Carbon Reduction/Energy Conservation to a Critical Priority" and consider elevating carbon reduction/energy conservation to critical priority during the City Council Retreat scheduled for February 3-5, 2015. The Environmental Staff recommends adoption of Option A.

Executive Summary:

In February 2014 during the annual City Council Retreat, City Council identified five Top Priorities and seven High Priorities. In December 2014, in an effort to bring increased attention to certain items, City Council reworked the twelve identified priorities into two Critical Priorities, three Top Priorities and six High Priorities. This resulted in increased community awareness on the two Critical Priorities of Housing and Transportation.

Significant discussion also centered on a "Historic Preservation" goal, but during the conversation Council decided that there was a critical path determined for this goal, whereas the other two goals were still lacking that path, namely Transportation and Housing, were given greater importance in the Fiscal Year 2016 budgeting process.

At the September 3, 2015 City Council meeting City Council Member Tim Henney requested that City Council have a discussion about the possibility of elevating Carbon Reduction and/or Energy Conservation to be a third Critical Priority. This report is intended as support material for that discussion.

Acronyms:

None

Background:

In February 2014 during the annual City Council Retreat, City Council identified six Top Priorities and seven High Priorities for the coming year.

2014 City Council Top Priorities

1. **Middle Income, Attainable & Affordable Housing**
1. **Increase citizen involvement through outreach /gov't holistic decision making**
2. **Historic Preservation: Main St preservation plan & keep national historic site designations**

2. Lower Park Avenue Redevelopment Plan
2. Transportation: Congestion reduction; local & regional plans

2014 City Council High Priorities

- 3. Increase Green Building Standards**
- 3. Open Space Acquisition**
- 4. Water Conservation**
- 4. Community wide renewable energy policy & action plan**
- 5. Plan for Safe Clean Soils**
- 5. Regional Collaboration**
- 5. Broadband/fiber**

On December 4, 2014 Phyllis Robinson facilitated a discussion with City Council about the five Top Priorities and seven High Priorities identified during the City Council Retreat in February 2014. The purpose of that City Council discussion was to consider narrowing the focus of the priorities. While in 2014 staff had made strides on all of the priorities, there was potential for even greater achievements if Council could narrow the focus. The December 4 staff report for can be found here: <http://www.parkcity.org/Modules/ShowDocument.aspx?documentid=14149>. Minutes from the December 4 meeting can be found here: <http://www.parkcity.org/Modules/ShowDocument.aspx?documentid=14268>

The result of the December 4, 2014 discussion of Priorities was the establishment of a new category called “Critical Priorities” and placement of twelve priorities into the three categories:

2015 City Council Priorities

Critical Priorities: If we don’t get these right, it could have a significant negative impact on our community

- 1. Middle Income, Attainable & Affordable Housing
- 2. Transportation: Congestion reduction; local & regional plans

Top Priorities: Items for which City Council would like to see significant progress

- 3. Increase citizen involvement through outreach /gov’t holistic decision making
- 4. Historic Preservation: Main St preservation plan & keep national historic site designations
- 5. Lower Park Avenue Redevelopment Plan

High Priorities: Items for which City Council would like to see progress

- 6. Increase Green Building Standards
- 7. Open Space Acquisition
- 8. Water Conservation
- 9. Community wide renewable energy policy & action plan
- 10. Plan for Safe Clean Soils
- 11. Regional Collaboration
- 12. Broadband/fiber

After the twelve priorities were put into new categories, three of the results are as follows:

- 1. Regular updates to City Council: staff made a commitment to returning to City Council on the following schedule to provide City Council with an update on the item:
 - a. Critical Priorities: Monthly updates

- b. Top Priorities: Quarterly updates
 - c. High Priorities: At least two updates during the year
2. Budget Prioritization: Consistent with our Budgeting for Outcomes philosophy, staff used the three categories of priorities in the budget process so that the Priority category was considered in the scoring system for budget requests. This resulted in staff recommending a total capital budget for housing, over the next five years, of \$40 million. (Some of these funds, particularly the Redevelopment Authority funds, we already identified for housing – but this was still a significant increase.) There were not significant funding requests for transportation simply due to the status of some of the studies. Staff anticipates future budget requests for transportation will be significant.
 3. Communication of City Council Priorities: Focusing on two Critical Priorities gave the Mayor, City Council and City staff a rallying cry. Constant repetition of the two Critical Priorities resulted in widespread community awareness that, subsequently, has been bolstered by local media, community partners and community members carrying the message of the City Council's priorities. Monthly updates showing forward progress and strong momentum on housing and transportation, as well as the aforementioned budget commitment, made it clear to the community that the City was not just paying lip service to these two priorities.

Analysis:

The impetus for today's City Council discussion is the request by City Council Member Tim Henney at the September 3, 2015 City Council meeting for Council support to consider the possibility of elevating Carbon Reduction and/or Energy Conservation to be a third Critical Priority; Council concurred with the request.

This excerpt from the December 4, 2014 provides a good starting point for this September 17, 2015 City Council discussion:

The value of focus: Council identified 13 priorities during its 2014 City Council Retreat.

One consideration is that by establishing too many priorities do we run the risk of limiting ourselves to incremental accomplishments versus systemic progress. As we prepare for the 2015 Council retreat staff is asking Council to consider focusing on the two or three areas in which we need to make significant progress in the next few years.

This doesn't mean that it is all we will work on, but rather it will bring high focus to things we need to "get right" in order to continue to make progress in many areas. Last year, for example, the City Council did not identify business incubation as one of the 13 Priorities – but staff still worked with the Park City Project/Pando Labs and with Summit County supporting this business incubation effort. Likewise, water quality wasn't identified as a City Council priority in the past few years, yet the City opened a new water treatment plant, performed some cutting-edge testing of different types of distribution cleaning technologies, and signed a Stipulated Compliance Order to work with the Environmental Protection Agency and the Utah Department of Environmental Quality on Judge and Spiro Tunnel Discharge.

Carbon Reduction and Energy Conservation as a possible Critical Priority

The increase in prioritization does mesh with the goals and values of the Council and community. The Park City Council has identified 'Enhancing and Improving the Natural Environment' as one of the four City Council goals outlined in Park City's long term strategic plan, Park City 2030. The long term strategic plan can be found here:

<http://www.parkcity.org/Modules/ShowDocument.aspx?documentid=9624>

Additionally, our recently adopted General Plan clearly supports an aggressive approach to sustainability measures:

Park City will be “greener.” This doesn’t mean that wishy-washy light tone green that most communities are striving to attain. This means that dark “green” color, that truly sustainable green community that offers transportation alternatives to get us out of our comfortable cars, a community that incentivizes energy-efficient design in all new construction and historic rehabilitation, a “green” that makes us rethink driving a half mile to drop our kids off at school. We will hyper-focus on the color “green” that makes us consider the environment before we consider the “green” dollar bills that may be singularly focused. Park City doesn’t want to stop at being the best IN the world; we want to be the best FOR the world.

Historic Preservation as a possible Critical Priority

Given the recent focus on Historic Preservation, staff believes that City Council will also want to discuss the idea of having Historic Preservation identified as a Critical Priority. While the City does have a robust and multi-pronged Historic Preservation program and specialized historic preservation staff, there is always more that can be done.

Should Council wish to consider elevating Historic Preservation as to the level of a Critical Priority, staff would recommend Alternative D: Ask staff to prepare a detailed report for presentation in a January 2016 City Council Study Session on one or more other topics for critical priority consideration during the City Council Retreat scheduled for February 3-5, 2015.

If City Council is interested in considering both Carbon Reduction/Energy Conservation and Historic Preservation as critical priorities, staff would recommend Alternatives C and D.

Discussion Questions:

1. **Focus:** Given the value of focus, how many Critical Priorities are too many? The City has a renewed focus on Historic Preservation. Should it also be considered for elevation to a Critical Priority?
2. **Scope:** Does Carbon Reduction/Energy Conservation meet the definition of a Critical Priority? If so, would the scope of a Carbon Reduction/Energy Conservation Critical Priority be *municipal* carbon reduction/energy conservation or *community* carbon reduction/energy conservation?
3. **Impact:** What is the outcome that City Council would like to achieve in the area of Carbon Reduction/Energy Conservation that is not possible with this topic categorized as a High Priority? If Council is interested in Historic Preservation as a critical priority, what additional outcomes would City Council like to achieve in this area?
4. **Funding:** If Carbon Reduction/Energy Conservation is elevated to a Critical Priority, will City Council be able to fund this at a level that would reflect its priority?
5. **Timing:** Should City Council change Critical Priorities during the year or should priorities be reviewed and updated annually, for example during the City Council Retreat?

What’s in a name?

If City Council does want to elevate Carbon Reduction/Energy Conservation to a third Critical Priority, staff recommends focusing on one of the concepts, not both. For example, due to the

importance of ease of communication, the City Council Critical Priority of “Middle Income, Attainable & Affordable Housing” has been given the moniker of “Housing” without losing the intent of the full name.

If City Council wants to elevate Carbon Reduction/Energy Conservation to a third Critical Priority, staff would recommend changing “City Council’s Critical Priorities are Housing and Transportation.” to “City Council’s Critical Priorities are Housing, Transportation and Carbon Reduction (or Energy – staff has some concerns listing it as Carbon).”

Alternatives:

The alternatives below may be considered as individual alternatives or may be added together. For example, City Council could ask for C & D together and staff would prepare multiple reports for presentation in January 2016.

- A. **Elevate Carbon Reduction/Energy Conservation to a Critical Priority now:** Should City Council wish to elevate Carbon Reduction/Energy Conservation to be a third Critical Priority, staff can:
 - a. Immediately update the list of City Council priorities
 - b. Begin to communicate the new three critical priorities to the public
 - c. Begin work on a roadmap for how the policy discussion can be initiated immediately and then specific proposals could be brought to Council for consideration in December & January and then considered in the Budgeting for Outcomes process in the March - June timeframe.
- B. **Elevate another City Council priority to a Critical Priority now:** Should City Council wish to elevate one or more other priorities to be Critical Priorities, staff can:
 - a. Immediately update the list of City Council priorities
 - b. Begin to communicate the new critical priorities to the public
 - c. Begin work on a roadmap for how the policy discussion can be initiated immediately and then specific proposals could be brought to Council for consideration in December & January and then considered in the Budgeting for Outcomes process in the March - June timeframe.
- C. **Ask staff to prepare a detailed report for presentation in a January 2016 City Council Study Session on the topic “Elevating Carbon Reduction/Energy Conservation to a Critical Priority” and consider elevating carbon reduction/energy conservation to critical priority during the City Council Retreat scheduled for February 3-5, 2015:** Instead of immediately elevating Carbon Reduction/Energy Conservation to a third Critical Priority, Council could direct staff to begin work on a detailed staff report for presentation to the City Council in a January 2016 Study Session.

This Study Session would provide City Council the detailed background on carbon reduction/energy conservation efforts in Park City and other communities. The report would also include specific policies, programs and projects, along with associated costs, that would make up a roadmap for achieving significant carbon reduction/energy conservation.

Then, in the February 2016 Retreat, City Council could make the decision about which priorities should be considered Critical Priorities. The specific policies, programs and

projects would then be evaluated in the Budgeting for Outcomes process in the March - June timeframe, according to the priority City Council placed on this item.

This process would mimic the December 2014 elevation of Transportation and Housing to critical priorities:

- December 2014 Identification of interest in having topics be a critical priority
- January 2015: Presentations to City Council on how to increase the pace of the Transportation initiatives and also a Housing presentation
- February 2015: Presentations on Housing and Transportation during the City Council Retreat. Presentations included roadmap for each of the priorities.
- March – June 2015: Budgeting process where the two Critical Priorities were given increased emphasis in the process of developing budget recommendations using the Budgeting for Outcomes philosophy.

- D. Ask staff to prepare a detailed report for presentation in a January 2016 City Council Study Session on one or more *other topics* for critical priority consideration during the City Council Retreat scheduled for February 3-5, 2015:** Instead of immediately elevating any other item to an additional Critical Priority, Council could direct staff to begin work on a detailed staff report for presentation to the City Council in a January 2016 Study Session.

This Study Session would provide City Council the detailed background on the requested topic. The report would also include specific policies, programs and projects, along with associated costs, that would make up a roadmap for achieving the specified item – if it were considered a Critical Priority.

Then, in the February 2016 Retreat, City Council could make the decision about which priorities should be considered Critical Priorities. The specific policies, programs and projects would then be evaluated in the Budgeting for Outcomes process in the March - June timeframe, according to the priority City Council placed on this item.





- E. Hold off on any discussion of new Critical Priorities until the February 2016 City Council Retreat:** City Council could direct staff to facilitate a discussion of City Council priorities in the 2016 Retreat. While staff would prepare background materials for this session, the aforementioned detailed research would be completed after the Critical Priorities were identified. The advantage of this approach is that limited staff time would not be wasted researching policies, programs and projects – and developing budgets – for items that may not be elevated to Critical Priorities.

- F. Modify one or more of the aforementioned alternatives.**

Department Review:

This report has been reviewed by representatives of Sustainability, Budget, the City Attorney's Office, and the City Manager's Office.

Significant Impacts:

	World Class Multi-Seasonal Resort Destination (Economic Impact)	Preserving & Enhancing the Natural Environment (Environmental Impact)	An Inclusive Community of Diverse Economic & Cultural Opportunities (Social Equity Impact)	Responsive, Cutting-Edge & Effective Government
Which Desired Outcomes might the Recommended Action Impact?		<ul style="list-style-type: none"> + Reduced municipal, business and community carbon footprints + Enhanced conservation efforts for new and rehabilitated buildings 		
Assessment of Overall Impact on Council Priority (Quality of Life Impact)	Neutral 	Positive 	Neutral 	Neutral 
Comments:				

Funding Source:

No matter which one or more of the Alternatives City Council chooses, staff recommends that all funding decisions be made as part of the Fiscal Year 2017 Budget Process.

Summary Recommendation:

City Council should discuss and determine if they would like to modify the current list of Council Priorities to add Carbon Reduction as a third Critical Priority. Executive Staff recommends Alternative C: Ask staff to prepare a detailed report for presentation in a January 2016 City Council Study Session on the topic “Elevating Carbon Reduction/Energy Conservation to a Critical Priority” and consider elevating carbon reduction/energy conservation to critical priority during the City Council Retreat scheduled for February 3-5, 2015. Environmental Sustainability recommends Option A.



MANAGER'S REPORT – 9/24/2015

Submitted by: Hugh Daniels
Subject: Park City Municipal Safety Awards Recognition

Park City Municipal Corporation recently received two awards and our Safety Committee Chair, Hugh Daniels, CEM, UCEM, a training certificate in recent annual meetings of the Utah Safety Council and Workers Compensation Fund of Utah for our new citywide Safety Program.

Park City Municipal had a decentralized safety program for a number of years focusing primarily on Public Works and Police. Early on in 2014 the City Manager tasked Hugh Daniels, the City's Emergency Manager with developing a citywide comprehensive safety program to make sure all departments and all city staff meet and exceed all UOSH standards and requirements. With a small organizing group in early 2014, followed by a 12 member Safety Committee in late 2014, the City targeted five key components, a citywide Safety Policy, diverse Safety Committee, training requirement matrix (with a tracking component) for each employee, Safety Manual and incident/workplace audits. With the on-going assistance of the Utah Safety Council, Workers Compensation Fund of Utah, Utah Division of Occupational Safety and Health (UOSH) and the Moreton Group, the City's insurance broker, complete implementation of the program should be complete by mid-2016.

On June 23, 2015 at the Workers Compensation Fund of Utah Annual Safety Summit, Park City Municipal received a certificate recognizing their "*Outstanding Efforts in Workplace Safety for 2015.*" In addition Safety Committee Chair, Hugh Daniels was presented with a certificate acknowledging him as an *Associate in the WCF Health and Safety Academy*. Daniels was present to accept both certificates.

On August 21, 2015 at the Utah Safety Council Annual Meeting and Awards Luncheon, Park City Municipal was presented with the "*Achievement in Safety by an Organization Award* which is given to one organization to recognize and show appreciation for their generosity and outstanding achievement and concern for the safety of the citizens of Utah." Of particular note in the decision to recognize Park City with this award was the City's progressive AED (Automatic External Defibrillator) program including its recent deployment of AEDs in public places for use by citizens. The work of Safety Committee member Tate Shaw on the AED program, particularly the public deployment program was key to the City's selection. The award was accepted on behalf of the City by Safety Committee member Kyle MacArthur.

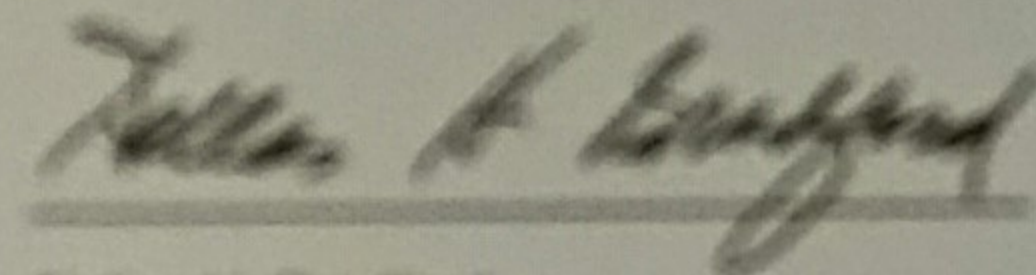
The Park City citywide Safety Committee includes, Jerry Jones, Susan Wynne, Dave Urban, Chanz Skeffington, Tate Shaw, Lisa Roadfuss, Hugh Daniels, Matt Dias, Tommy Youngblood, Matt Cassel, Kyle MacArthur and Jim Snyder. The committee is excited about being recognized by both organizations and is looking forward to having our new citywide safety program completed and running smoothly in the coming months.

Respectfully:

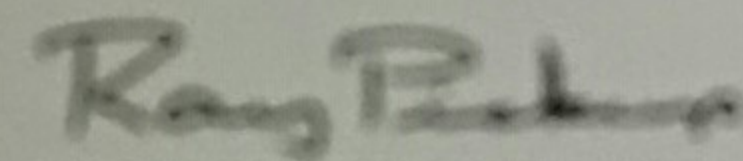
Hugh Daniels,

Park City Municipality

Is recognized for outstanding efforts in
WORKPLACE SAFETY
2015



Dallas H. Bradford
Chair, Board of Directors
Workers Compensation Fund



Ray D. Pickup
President & Chief Executive Officer
Workers Compensation Fund

WCF





This certificate is presented to

Hugh Daniels

for completion of the WCF Safety and Health Academy Associate program

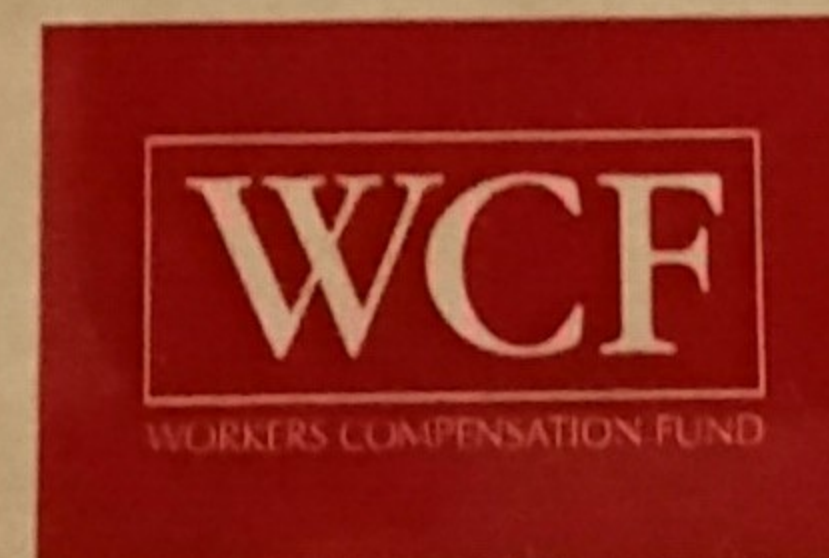
June 23, 2015

THANK YOU FOR BEING OUR PARTNER IN WORKPLACE SAFETY

Dallas H. Bradford
Chair, Board of Directors
Workers Compensation Fund

Ray D. Pickup
President & Chief Executive Officer
Workers Compensation Fund

Dan Hair
Chief Risk Officer & Senior Vice President of
Safety and Underwriting
Workers Compensation Fund







DATE: September 24, 2015

TO HONORABLE MAYOR AND COUNCIL

Attached for your approval, please find the City Council meeting minutes for August 6th and August 20th, 2015. Thank you for your consideration.

Respectfully:

Karen Anderson, Deputy City Recorder

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CLOSED SESSION

To discuss Property, Personnel and Litigation

STUDY SESSION

Community Conversation: What's Next Park City Update

Ann Ober reports there were 167 community members at the June 15 "What's Next Park City" conversation at the Santy Auditorium. Over 70 participants were present at the follow-up conversations on June 23 and 27. Ober says this is the first time we've tried breaking the community up into smaller groups, which allowed the community to discuss, think the information over, and then come back for further discussion. We talked about Envision Utah and where we as a state wish to go in regards to growth. Feedback shows that in general Utahns like growth and they like the direction the state is going in regards to increasing the economy and population. Council member Beerman talked about a recent radio discussion with Robert Grow, which said that early results show Utahns are more pro-conservation, to which Ober states it is true Utahns are in favor of decreasing their footprint.

Ober says participants think growth is an excellent opportunity to make our community better and they suggested ways to make it better. Residents in each group said the focus should be on the community first and then on the resort second. They suggested putting planning controls in place to encourage more full-time residents. There was also a lot of discussion about how to make Main Street more of a community gathering spot. Other concerns from residents included environmental, climate change, affordable housing, and transit.

Phyllis Robinson reports that many questions were asked that residents wish to have more information on, such as: What is Park City's water plan for the next 25 years? There were many questions about traffic and transportation, such as: Can we make Main Street a pedestrian only thoroughfare? Will there be a Mountain Accord update specific to transportation? Can the city do another Slow Down Park City campaign? How do we discourage renting cars at SLC airport to travel to Park City? Does the PCSD MP address congestion? Would an expanded bus program for PCSD mitigate congestion? Can we add a reverse Park Meadows Loop? How are the parking plans set for various special events? There were also area-specific development questions, such as: What is the status of projects such as Lower Park Avenue and Bonanza Park?

Council member Matsumoto says that an individual suggested a big idea that would set Park City apart. Their idea was to not allow gas-propelled cars within city limits to show that the city is serious about pollution and congestion. Council member Beerman says that maybe our focus should then be to create a town where you don't need a car, implementing a plan to phase them out. Mayor Thomas states that if we are serious about approaching growth issues, we need to re-emphasize long-term planning, which all other ideas ultimately feed in to.

Robinson states that something they heard in all sessions was that these community discussions are a great idea and they would like to have more. She asks for suggestions on the best way to continue these conversations. Staff proposes ideas such as: having a guest editorial from Council as follow up to the community, developing a series of short videos on easy to answer issues, collaborating with Summit and Wasatch counties to broaden the conversation, holding quarterly conversations similar to what we did on the growth topic, and following up on the

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Robert Grow discussion relating to Park City's results from the Your Utah Your Voice survey. Staff also suggested focusing on the founding voices – listening to stories from those whose work formed our community and made it what it is today because people are not aware of the history of Park City. They suggested talking about affordable housing: what is it and why does it matter for our community.

Council member Henney says he likes the conversations with community members because they remind him of Town Hall meetings. Doing them on a regular schedule may allow us to get a broader cross-section of participants from around the community and more participants in general. He would like to hear how the community feels about the idea of more meetings and if they want more or not. Ober states the general consensus was the people do want more and would like the opportunity to be heard in a setting where leaders just come and listen. Council member Simpson states she felt community members liked the one-two format where they are given the information then are given the opportunity to talk about it at a later time. She suggests that maybe what residents would like is having written materials available before the meeting, then having the opportunity to meet and be heard without having to sit through a formal presentation. She feels this is a town that values face-to-face conversation and is excited about exploring ideas such as Founding Voices, especially since we have a big influx of new residents who don't understand what has gone in to making our community what it is. She suggests hearing from people from the non-profit sector to give residents an idea of why volunteering matters. Mayor Thomas would like to see mechanisms put in place in order to reach a broader cross section of the community since it seems we see the same community members over and over again. He states that what's important is what we do with the information we gather and that we need to raise the bar on planning.

Ober reports that Staff wants to hear from Council what they want Staff to do with all the information they've gathered. Council member Beerman states that our purpose has been to shine a light on problems and the next step is to further involve the public by telling them what is required of them if they desire certain outcomes. He says we also need aspirational ideas to educate the public on how growth will impact them personally. Bruce Erickson, planning director, states from a planning perspective, that we have about 10 years of public input but no set of filters to understand what people are really saying, so the challenge for the Planning Dept. is to filter the information and put it back on the public in the form of solutions without professional bias and without thinking we know more than previous generations. We should find a mechanism to filter input into actual tools we can work with, since more input doesn't necessarily mean better/more ideas. Council member Henney states we have vision, goals, and a general plan but not a cohesive, working plan and is not sure we yet have a baseline of understanding and may need more input. Erickson says we now need to step back and formulate a cohesive plan that incorporates all the pieces of input and ideas. Council member Simpson questions if we should continue to get a more robust sense of ideas from the community. Diane Foster, city manager, states we do have an actual general plan, but just because we have a plan doesn't mean we stop talking to the community and getting feedback.

WORK SESSION

Council Questions and Comments and Manager's Report

Council member Beerman states that Monday they formally signed Mountain Accord! Governor Herbert was there and it was nice to finally get that moving along. Wednesday night he attended the Grand Opening for Attatech, which has relocated to Prospector Square. It is a company made up of several guys from MIT who've developed a cutting edge snow probe for avalanche control. Congratulations Staff on a nice job at last night's Transportation Forum.

Council member Simpson reports that Chris Robinson, Summit County Council, had some nice words to say about all the hard work we have put in on Mountain Accord. She attended the Lodging Association meeting yesterday where Vicki Burella from the state tourism office and Nathan Rafferty from Ski Utah spoke. They reported tax revenue numbers from last year for state and local tourism revenues are breaking out at over \$1 million. Rafferty reported that apparently there is technology now that allows you to pay for lift rides and use them at any resort. She attended Fire Board meeting Tuesday night and reports they are doing another Fire Ops 101 on September 9th for anyone who may need the training.

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Council member Henney says turnout for the Transportation Open House was great and congratulates Alfred Knotts, Transportation Planning Manager, on a great job. He reports the incandescent string of lights at Bear Plaza bother him and he would love to see LED lights there instead. Foster states she will double check to see if they have been changed out. Henney compliments Matt Cassel, City Engineer, on his report on Deer Valley lighting and how we're putting in LEDs. Reports lots of idling is happening in Swede Alley by the liquor store and wonders if we can put signage there by the new plaza. Also states he loves the signage on Park Avenue saying we are a bike friendly community; he would like to see the signage extended to Heber Ave.

Council member Matsumoto attended the transportation forum last night. That is all as she has been out of town.

Council member Peek reports he was out of town visiting family.

Mayor Thomas reports that he had dinner with the Courchevel French student chaperones. He thanks them for parenting the kids while they are away from home, which is a big job. He attended the transportation forum as well, and states that it was very well presented and that there was an excellent turnout.

Partnership Opportunity with the Park City School District: Congestion Reduction Strategies for State Road 248

Mayor Thomas welcomed Park City School District representatives and thanked them for all their work on behalf of the kids. He states that he and his family moved to Park City in part because of the quality of schools and he is grateful his children could attend elementary through high school here.

Ann Ober; Alfred Knotts; Ember Conley, Superintendent; Julie Eihausen; and Nancy Garrison, Board Member, discussed the plans they're focusing on to address congestion issues. Ober states the master planning committee has presented their content to the school board, to which the board has made some amendments as of today. Ober states they will present two pieces: 1) a general overview of the plan, and 2) a discussion specific to transportation involving a partnership opportunity for Council.

Conley discusses the most up to date information, stating they met as a board yesterday where final recommendations were given from her and the master planning committee. She reports schools are at capacity and that finding adequate space is the critical need they are currently facing right now. She reports that the Board is on a fast, tight timeline to get their bond finalized with another meeting on the 11th where they will finalize numbers. There is another meeting on the 18th where the language will be finalized because August 20th is the deadline. No decisions were made last night per se, but the direction they're going is to expand Dozier and expand the high school to the west. In an emergency situation, in order to evacuate the student body, they need to have access on to Lucky John, and are looking at putting in a frontage road for better access in and out.

Knotts states that several ideas they discussed include: creation of a frontage road, access from Lucky John Drive, and the potential of creating a shared-used facility for parking. They plan on cooperating with the School District, as they have in the past, to create the best solutions. Knotts states that not addressing conflicts regarding access points would negate any potential improvements we recommend for an HOV or transit only lane. We can all agree at this point that the situation on State Road 248 is less than ideal, so we should support the School Board on whatever decisions they decide on regarding the road.

Ober defines our relationship with the School District by stating they are exempt from a large portion of our building code. The District has an option to work with us in the future, but in general there aren't many requirements we can place on the school district. We can, however, make requirements if the safety of students is involved. Request before the Council today is if Council is interested in working with the School Board in making these improvements, or does Council wish Staff to come back before them in a few months after fleshing out a more detailed plan.

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Thomas asks the Board, with regard to the broad values of this community and our sense of community, if they are sensitive to issues that could impact these values in a negative way. He asks the School Board about their plans to remove middle grades from the community and busing them out to the county. Conley states that Ecker Hill is a 6-7 grade school, which is where they will all go. The purpose behind the grade re-alignment was to group all students of similar grades in the same place. They totally revamped their kindergarten reading program as they're not reaching standards. And they decided to do all-day kindergarten to better accommodate all students. Just building another elementary just creates a bigger crunch in the higher schools, so they decided to move students from grades 5-8 to Ecker Hill. Thomas states our corridors are already stressed and is concerned about busing all the kids to Ecker, worried it will create incredible congestion. He asked about specific plans regarding access to Lucky John. States the main concern regarding access to Lucky John is getting students out in the event of an emergency. Thomas states turning Lucky John in to a major thoroughfare with buses, etc., concerns him because it is a heavy pedestrian road. Ober states the need to solve left-hand turns off 248 spurred the district's idea to revamp Lucky John.

Matsumoto states she wishes Staff to continue studying the issue as she doesn't know what the solution is yet for Lucky John. Henney asks Knotts what he needs, to work things out to address big issues such as congestion from the aspect of the greater community without compromising needs of the school board and still allowing them to meet their bond deadline. Knotts states he needs permission to go ahead with a cooperative agreement. Henney states we are partnering with the school board and asks how much control we need to maintain in order to meet our critical issues for the community. He is in favor of a cooperative agreement and in keeping Lucky John in the discussion. Simpson thanks the school board for their hard work with the grade re-alignment and wishes to express she is very much in favor of partnering with the school district to address these issues and is in favor of keeping Lucky John in the discussion to address safety issues. A school board member clarifies the frontage road issue just came up at their meeting yesterday and they have not had a chance to discuss it. They also clarify that they are only bussing one extra grade out to Ecker.

Council member Peek states he is on board for a cooperative agreement regarding the frontage road, the parking structure, and the Lucky John discussion. Regarding a frontage road, if UDOT is going to be involved we can explore other uses of the right of way that may eliminate demand with minimal impact to residential areas. Beerman thanks Nancy and Julie for their hard work. He asks if there's been any discussion on eliminating the number of vehicles accessing the school. Julie states that has not been discussed as of yet. Ober states that no, they have not had in-depth discussions on eliminating vehicles. Beerman also asks how much latitude Council would have to discuss frontage roads, ingress, egress, etc. once the Board finalizes their bond. Nancy states the board's focuses have been on improving Treasure Mountain and additions to the high school, so they haven't spent a lot of time looking at options for access involving Lucky John. Ober asks if the board is open to including certain language in their bond that will give the city and Staff time to work with them on coming up with solutions and deciding funding issues, etc. Knotts reiterates we need to have a cooperative agreement with the School Board to show the community the bond is a win-win for all. Simpson specifically asks the board to include language that would not preclude them from partnering with the city in the future in order to get the most use of structures, such as parking lots, to benefit both the school district and the community. Ober states a board member will be in on special events discussions in the future and that Jason Glidden will attend board meetings in the future. Thomas thanks the board for coming and encourages them to consider options to eliminate parking on campus. Foster asks if Council wants Staff to include in the study, strategies to present before the school board options for eliminating parking on campus. Simpson states that that discussion might be better to have next year. Peek states conversations have been had on reversing bus routes at certain times of the day. Beerman states we should talk about infrastructure options to reduce parking. Ober states that discussions can happen over the course of the next year, since it won't be a huge part of the bond. She suggests adding that topic to the next joint meeting. Council is in favor of a cooperative agreement. Nancy adds the board desires the city and community's input as soon as they have a plan in place.

Mayor Thomas suggests looking at how the school can cut back on parking rather than creating huge parking structures for all the students. Foster asks Council and the school board if they'd like to see a report from staff on

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specific ways the school could cut back on drivers. Simpson states she thinks that's a discussion they don't need to necessarily start right away, but it would be a good one to have next year. Ober states that the construction of a parking area wouldn't begin for another year, so they have some time to talk to the school district about transportation issues. Matsumoto states she's appreciative that Lucky John is on the discussion board, but that it's still being discussed and she doesn't want the school board to feel pressure about it. She wants the board to know that they have the final say about what goes on, on their campus. She wishes the schools in Park City were such that all students could walk to school, but she realizes that the school has made their decision to bus children based on educational, financial, and community reasons and she respects those decisions.

Mayor Thomas says they're in favor of an inter-local agreement of whatever kind and they support the continued discussions. They want to be advocates of good planning. Thomas is concerned about being a complete town going forward. He's a huge advocate of life safety factors, so he's not just concerned about what happens on 248, he wants to know what happens when you put a connection through to Lucky John—what does it look like? He wants to make sure that when moving forward they use the city's planning expertise and try to ultimately come up with any advice they can for the city. He knows they don't have any control of the school board and their decisions, but he thinks they can to work together graciously and openly to come up with the best solution.

Julie from the school board states that they do want to have input from the city, from the county, and from the community. Thomas wants to support Ann with all the team she needs—the planning department, the trails group, and everyone that can help and contribute to this opportunity. Foster wants the school board to know that more than just input—what they can take away from this is that they have a partner who's willing to participate financially in some form. The city doesn't know what that looks like yet, but they can consider it in a different light.

Public Hearing

No comments were heard

Adjournment into Lower Park Avenue Redevelopment Authority Quarterly Update

Jonathan Weidenhamer, Economic Development Manager, gave Council the quarterly update for Lower Park Avenue. States the critical message is the reminder that Staff will come back before Council on August 20th to ask for direction regarding the Library Field, a housing project on Woodside, the fire station, and the next steps regarding Miner's Hospital.

Henney says that in the report they talk about the Park Avenue 1450 and 1460 and he read that there was a certain preference for stand-alone housing. Henny asks Weidenhamer if that's been determined because he thought they were waiting to hear what the design team's recommendation was.

Rhoda says the process is that the council has directed Staff with a preference to single family homes; however, they will be bringing other options to the table.

REGULAR MEETING

- I. **ROLL CALL** - Mayor Jack Thomas called the regular meeting of the City Council to order at approximately 6:10 p.m. at the Marsac Municipal Building on Thursday, August 6, 2015. Members in attendance were Jack Thomas, Andy Beerman, Dick Peek, Liza Simpson, Tim Henney and Cindy Matsumoto. Staff members present were Diane Foster, City Manager; Matt Dias, Assistant City Manager; Mark Harrington, City Attorney; Karen Anderson, Deputy City Recorder; Ann Ober, Senior Policy Advisor; Jonathan Weidenhamer, Economic Development Manager; Bruce Erickson, Planning; Anya Grahn, Historic Preservation Planner; Jenny Diersen, Special Events Coordinator; Kirsten Whetstone, Senior Planner; Heinrich Deters, Trails Coordinator; Phyllis Robinson, Public Affairs Manager; Rhoda Stauffer, Housing Specialist.

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II. COMMUNICATIONS AND DISCLOSURES FROM COUNCIL AND STAFF

No comments were made.

MANAGER'S REPORT

Determination of Significance of 569 Park Avenue

Erickson says that the designation of the historic sites and national register of historic places are two of the most powerful tools we have in land use planning. Not only do we deal with local land use law and local designation of sites, we are reviewed by the state historic preservation office and the national parks service who administers the national registration of historic sites. Because of this the work of the historic preservation board is, in his opinions, considerably more complicated than even that of the planning commission. The protection of our historic designations, landmark, and significant sites requires precision of language and careful review before taking action. We thought we'd give you a little bit of context for your use. We reviewed all of our records as far back as our current system would allow, which is roughly 2006 and it looks like the last certificate of appropriateness for demolition of an historic designated structure was in 2006. Since then we've moved away from demolition and are now deconstructing and reconstructing buildings carefully using panelization or reconstruction. Not just purely demolition—drive them off the site and grind them away. So, while there have been demolitions, sorry, deconstructions of historic sites—listed ones—they have either been panelized or reconstructed using historic materials. If it's a landmark structure, it can be added back to the list of historic sites under our HSI designation. So, if they're reconstructed according to the national register guidelines, then we can add them back on the list. Since 2009 the historic preservation board has added 23 sites to the inventory. We've denied 5 to the significant site inventory and removed a total of 5 from 2009 to 2011, so we're up 23 and down 10. Each one of those denials or removals was reviewed individually by the historic preservation board with the advice of the staff and the consultants. As we've said, these historic designations are a powerful tool for preserving our heritage in our neighborhoods. But the tool is a laser, not a hammer, and we may need to rethink our more liberalized policies for new construction in the historic districts creating the drive to remove buildings that are historic, or in the case of 569, that strongly contribute to the sense of neighborhood. With that, I'm going to turn the time over to the experts, I'll be here to answer any questions.

Grahn says that just to give you a little background about where our criteria came from this all started in 2008 and I'm sure many of you remember when the process began, but we had put a moratorium on demolitions of any houses that had been built before 1962. And this gave us a chance to hire Preservation Solutions and Dina Blaes to come through and do an evaluation and do our survey, which led to the adaption of our historic site inventory in 2009. So, while she was doing this inventory, in 2010 they began reviewing the different nomination for the local district and new information would come up, so at that time she reviewed the 569 Park Avenue and she found it didn't comply with the criteria in the land management code that talks about the essential historical form. This criteria in the land management code was put in so that we weren't being capricious and so that we could treat everyone the same and have the same standards to fall by. In 2009 569 Park Avenue had been included in the HSI. When you walk past it it's very misleading and that's part of the reason our design guidelines stress the importance of not introducing architectural details that didn't previously exist and why they stress basing renovations on physical evidence and photographs rather than taste because that's how these bungalow elements came to be incorporated in the new roof form and the new shape of the building. Then in 2013 we hired Sierra to do an intensive level survey that is a lot more detailed than doing a reconnaissance level survey that Dina did. A reconnaissance survey is much like a windshield survey—you walk up and down the street and just look and decided if it looks historic or not. The intensive level survey goes further than that. It researches the property and its history in a lot greater detail. Grahn worked with the historical society and the museum to identify which building were on their list, but weren't necessarily on our inventory and this structure came up. We found that it had been removed in 2010 because it didn't meet the historical standards.

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Council member Henney states the windshield survey is what the community will look at and that this house now looks very similar to how it was in 1937. It adds to the historic character of the district. Grahn says if you want to keep houses like this on the list, then we need to redo the land management code. He asks if we can throw a moratorium on demolition until we figure out historic criteria as the structure adds to the character of the historic district and should be preserved. Erickson states they are willing to look at changing the code to preserve houses that aren't necessarily on the Historic list, but that add to the historic feeling of the city. Foster says it is the purview of the Council to change the code. Henney says that common sense and the code are at odds in this situation. A house is going to be demolished that adds to the historic look of the town and new structures that we don't know what they'll look like will be built. And he says it's not the same as contemporary infill. Council member Simpson states current code stems from decisions made to preserve the purity of appropriate preservation so as not to be arbitrary or capricious, but to preserve as many structures as possible. She says a lot of thought and work went in to the code to make sure it was a level playing field and people could understand the process. That's why there are two categories—landmark and significant—because some buildings are significant and we want to keep them, but they aren't necessarily landmark. Beerman says this home isn't cut and dry and the elements are there that make it something we would want to preserve. He like Erickson's idea that some homes are definitely Historic (with a big H) while others are historic (with a little h) and should be preserved even if they don't fit the description exactly. Erickson says they should do everything they can to protect that home other than listing it as a historic site. Council member Peek states additions that have been made to a structure through the years shouldn't disqualify it from being added to the list. Matsumoto states that later additions to the home should not keep it from being on the list; therefore, making it possible to demolish it. The original form is still there Erickson pointed out they have not seen an application for demolition and have had limited contact with the owner. Harrington cautioned Council on moratoriums that may interfere with pending legislation, but suggests looking at enforcing a pending ordinance instead. Simpson says a pending ordinance is what they need to do in this instance. She thinks any demolition in old town first needs to go to the Historic Preservation Board and she wants to look into creating a category that includes homes like this that may not be historically pristine, but that they want to preserve. Foster clarifies Council wants Staff to work on an LMC code change and a pending ordinance.

Public Hearing

Mayor Thomas opened the public hearing. John Browning, owner of 561 Park Avenue states he grew up in Utah but now lives in London and flew in to address this issue. He says that he and a neighbor used 569 as an example when remodeling their own homes because they considered it an historic home and now they find out that it's not. He states he doesn't understand why they, as residents, were not involved in preservation discussions and were surprised to find out that this structure can be demolished. He hopes the city will look at this house again and be more transparent about the decision process. Realizes the City must make decisions on what is historic, but reiterates that anyone looking at this structure can agree that it should be preserved. He encourages Council to find a way to preserve the home, whether it's through the pending ordinance or revisiting the reason it was taken off the listing.

Linda Cox, 575 Park Avenue resident, states her house now looks very different from how it did in 1937 but that the basic footprint and structure is the same and agrees there needs to be better notification to the public regarding de-listing of historic structures and/or potential demolitions. In a historic district it's important to preserve the few old miner homes that are there. She even welcomes a renovation of the house if it complies with the historic standards.

Mike Stoker, architect of 575 Park Avenue, states this issue is troubling because he has clients ask him what they can and cannot do to their homes to preserve them, and points out other homeowners had to jump through a lot of hoops to be in compliance. Feels 569 can be scaled back to its original look if that is an option and would hate to see two brand new homes built in its place. He thinks other angles

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besides just the front façade should be considered when looking at the historicity.

John Plunkett, a resident who has restored several homes in Old Town, states the current code is focused on the integrity of current homes but that the National Park Service does include a section on preserving neighborhood integrity. States he is perplexed as to why the Historic Board designated 569 as it did, so they engaged an outside expert whose opinion was that historic character would be diminished if this house were lost and that additions made to the structure do not diminish its character.

Andy Byrne, Old Town resident, has done lots of work to homes on Park Avenue and feels demolition of this home would be a slap in the face to residents of this neighborhood who have put so much time, money and energy into preserving their structures.

Justin Keyes pointed out that no demolition application has been made but a pre-application has, so the owner is taking steps to work to demolishing the home. He also states that this de-listing was not noticed properly and therefore the de-listing could technically be null and void.

John Staffschultz, living on 633 Woodside, states an owner of a structure on Woodside Avenue was able to have his home demolished the same day Council was voting on the demolition ruling. This happened in 2008 and the landscaping was just completed last week; therefore, the amount of impact cannot be overstated.

Mayor Thomas thanked everyone for their comments and closed the public hearing. Stated this is a very important issue to everyone on the Council. He's hopeful they can reach a solution that is satisfies everyone.

2015 Monthly Construction Update

No comments were made.

2015 Fourth of July Event Update

Council member Henney states he heard China Bridge filled up by 10:00 on the Fourth of July and asked if we charge for parking on the 4th. Jenny Diersen, Special Events, states no, we do not but we are contemplating doing so.

III. PUBLIC INPUT (ANY MATTER OF CITY BUSINESS NOT SCHEDULED ON THE AGENDA)

Jamie Wilcox, director of Youtheatre at the Egyptian Theatre, says thank you for allowing her group to have the use of Miner's Hospital this summer. States they are looking for a permanent home and would be interested in leasing Miner's Hospital if that is an option in the future.

Ruth Meintsain, 305 Woodside resident, spoke to funding for historic grants. She states there are 45 houses that did not receive grant money since funding ran out and feels the \$47,000 is not enough and hopes more can be added to the fund in the future. Foster says staff is currently working on this issue.

Tom Mills with Alpenglow Solar states a major concern from his point of view for the city is transportation. They have a pilot program for employees to drive electric cars to work and would be willing to give City employees all the equipment at cost to use cars that would be powered by solar panels. They would provide car charge stations at cost.

Alex Butwinski thanked Council member Beerman for the colossal amount of work he put in on the Mountain Accord issue and thought Beerman looked great on TV in his blue suit.

IV. CONSENT AGENDA

1. Consideration of Authorization of the City Manager to Enter Into a Personal Injury Litigation Settlement in the Amount of \$29,800.00, in a Form Approved by the City Attorney.

2. Consideration of Authorization of the City Manager to Enter Into a Construction Contract Change Order, No. 2, for the Deer Valley Drive Phase 2 Project with Beck Construction and Excavation in a form Approved by the City Attorney for Additional Services in an Amount Not to Exceed \$106,145.

**Council member Simpson moved to approve the consent agenda.
Council member Peek seconded
Approved Unanimously**

V. NEW BUSINESS

1. Consider Approving the Attached Ordinance Amending the Municipal Code covering Regulation and Fees Related to Type 2 Convention Sales Licenses to Specify when Special Meetings Can Occur and Matching Amendments in the Fee Schedule:

Increase the Fee for Late Business License Applications Requiring a Special Meeting.

Ordinance Change to Reflect an Emergency Special Meeting.

Finance and Building Recommend the Dates Shown in Exhibit A for Sundance.

Proposed Change to the Municipal Ordinance. 5-2016 Licensing Deadlines/Approvals.

Shelley Hatch, Finance, spoke to the amendments to the municipal code regarding emergency meetings for convention sale licensing that were addressed earlier this year.

Public Hearing

Mayor Thomas opened the public hearing. No comments were heard. Mayor Thomas closed the public hearing.

**Council member Beerman moved to approve the ordinance
Council member Henney seconded
Approved Unanimously**

2. Consideration of Naming of City Property in Honor of Bob Wells.

Heinrich Dieters, Sustainability; Bob Wheaton, Deer Valley; Patti Wells; and Scott Loomis, Mountainlands Community Trust, sought Council's authority to name Swede Alley Plaza in honor of Bob Wells. Dieters states Mr. Wells fits well within the naming criteria and that Staff will return with a resolution of what the commemoration will involve. Loomis thanked Council members Simpson and Henney for moving this forward and says Bob's contributions to this community and Mountainlands cannot be understated. Pattie Wells says Bob had a specific driving route she had to follow coming from Deer Valley and going down Main Street, past the Post Office and City Hall to get his mail. Wheaton states there are a tremendous amount of people who have contributed to what Park City is today, but he respectfully submits that we all fail in our contributions when compared to what Bob's has been.

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**Council member Simpson moved to approve consideration of
naming of city property in honor of Bob Wells
Council member Beerman seconded
Approved unanimously**

3. Land Management Code Amendments - Vertical Zoning

Public Hearing – Continued to a date uncertain

**Council member Simpson moved to continue the public hearing on
land management code amendments pertaining to
vertical zoning to a date uncertain
Council member Henney seconded
Approved Unanimously**

VI. ADJOURNMENT

**Council member Henney moved to adjourn
Council member Beerman seconded
Approved Unanimously**

CLOSED SESSION MEMORANDUM

The City Council met in a closed session at approximately 2:00 p.m. Members in attendance were Mayor Jack Thomas, Council members Andy Beerman, Dick Peek, Tim Henney, Liza Simpson and Cindy Matsumoto. Staff members present were: Diane Foster, City Manager; Mark Harrington, City Attorney; Matt Dias, Assistant City Manager; Lori Collet, Finance Manager; Tom Daley, Deputy City Attorney; Clint McAfee, Water Manager; Heinrich Dieters, Sustainability; Jason Glidden, Special Events Director and Bruce Ericksen, Interim Planning Manager. **Council member Beerman moved to close the meeting to discuss Property, Litigation and Personnel. Council member Henney seconded. Motion Carried.**

The meeting for which these minutes were prepared was noticed by posting at least 24 hours in advance and by delivery to the news media two days prior to the meeting.

Prepared by Katie Madsen.



PARK CITY COUNCIL MEETING – DRAFT
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CLOSED SESSION

To discuss Property, Personnel and Litigation

STUDY SESSION

Brew Pub Plaza Scope

Council member Beerman recused himself from the discussion due to his property ownership on Main Street.

Representatives from Concept Design, led by GSBS Architects, asked Council what they want the Brew Pub plaza space to be and what they want visitors to experience there.

Council members stated their preferences: Henney states his hope is to build something that will bring locals back to the top of Main Street. Matsumoto states she wants some kind of a plaza to draw crowds to the top of Main Street to make the area vibrant 365 days a year. She doesn't envision a park or lots of green space because she doesn't feel it would be used much; states the public has said they don't want any more parking space taken away. Peek states having retail space such as coffee shops that draw people would be beneficial but not too much so that it resembles a food court. Simpson states she would like event space as well as a place where you can sit and have a cup of coffee and there would need to be a balance between programmed events and making it a quiet space where you can sit and read a book. Mayor Jack Thomas states a park and a gathering space can co-exist and feels harmony between this space and the adjacent neighborhood as far as noise, visual impact and historic character are important. Simpson and Thomas state Main Street is multifunctional and is different depending on the time of day and season, but state Main Street's intimacy is valuable and needs to translate into this plaza. Matsumoto states she feels the plaza should reflect our history and feel authentic, making it a place where real people want to gather. Henney states another important piece of Main Street is the element of surprise that needs to be maintained in order to keep people coming back. Thomas agrees there is a unique local funk to Park City we don't want to lose.

Housing and iconic pieces were also discussed. Council agreed they would be willing to explore smaller housing units, but that overall they want the space to draw crowds, which might not be conducive to housing units. Mayor Thomas says any housing should not be too vertical because it would create too much shadow, thereby turning the area into an ice sheet. Regarding physical concepts, Council discussed having something there to attract people, but do not prefer any verticality. The design team state they have tried to pinpoint what is authentic to Park City that could be represented in some type of iconic structure. Mayor Thomas states an icon would need to tell a story and have a dialogue with the past. Simpson wants there to be something like Bear Bench that would draw people to take their picture there.

Concept Design says the plaza could accommodate up to 250 people. In summary, Council stated they want to draw locals, incorporate intimacy and surprise, and have an icon unique to Park City. Mayor Thomas states he doesn't want something massive and iconic, such as a tower or big screens, but rather an artful relationship in harmony with its surroundings.

WORK SESSION

Council Questions and Comments

Council member Matsumoto spent most of the week in Michigan. Attended Summit Lands this morning and reports they finished their audit and planning and are in a really good spot right now.

Council member Peek attended Planning Commission and in regards to the historic sites issue and pending ordinance, there's a restriction on noticing two weeks so they didn't offer their input on it. HPB was more flexible with their input on that ordinance. They did review some demolition permits. Attended HPCA where the same design team presented there.

Council member Henney did a walk-through with the Silly Market group. Tuesday attended a joint transportation advisory board meeting where there was a presentation from KFH Group, a consultant group working on the short-range Transportation development plan. It was a great meeting and he came out with a clear picture of their objectives and how they'll be accomplished.

Council member Beerman attended the City employee picnic where there was a great turnout. Thanked HR for putting that on. Attended a Mountain Accord meeting where they're getting going on the economic and community impact study and alternatives analysis for I-80. Attended COSAC and reports they're on their third discussion regarding the Clark Ranch property about what to allow and not allow. Went on a mobility tour UDOT, UTA, transportation professionals and other city council members where they spent the day touring Park City without ever getting in a car. Different Staff members presented on walkability and transportation challenges. Lots of communities were represented and are trying to replicate what we're doing here in Park City.

Council member Simpson thanks HR for their work on the summer picnic. Attended JTAB and feels we're in good hands with the consulting team as they're willing to look outside the box for solutions. Attended a Fire Policy work group meeting, where they're working on a formula for figuring out how much cities would pay in to the fund. Trying to get all cities on board with the formula to ensure tiny towns with no tax base don't get stuck paying large expenses. Attended a Board of Health meeting. Shout out to Leslie Freeman who has held food handler permit classes at the high school for all the kids needing them. Attended Library Board meeting and reports their usage numbers are huge. Working with other prominent women in the community to get a feel for women's issues. They met with the Women's Leadership Institute; one issue they're working on is promoting women in the workplace. Asks Council if they're interested in seeing if something like this is applicable for PCMC. Matsumoto states she read in the paper that Utah ranks 50th in regards to equal pay and other equality issues. Council states they would love to hear more.

Mayor Jack Thomas attended the Public Arts Advisory Board meeting. Attended the company picnic. Toured the mountain at Park City Resort with Bill Rock and saw the new building, which he reports is on schedule. Gave his condolences to the family of the worker who was killed in an accident there a few days ago. Attended the Tour of Utah, where he got to see Council member Peek fire the gun to start the event. Reports Chris Putt is back on his feet and competing in Colorado. Volunteers and staff were awesome. Attended Mountain Lands Community Housing meeting, reports they are building the new Richards Apartments, which contains 50+ units, going in at Kimball's Jct. Did a monthly report with Park City TV. Attended a sewer district meeting, where they discussed cleaning up pharmaceuticals in the water, which are killing all the fish. Attended the Council of Governments meeting in Coalville, where special events were discussed and reports they are interested in a county calendar of events and are interested in knowing what we're doing here.

Transportation Planning Monthly Update

Alfred Knotts, Transportation Planning Manager; Blake Foncesbeck, Public Works Manager; and Heinrich Dieters, Sustainability, updated Council on transportation planning events including the 248 corridor and 224 corridor study efforts. Council member Beerman asks about the proposed slipstream ramp. Knotts states any discussion on the slipstream ramp would not be addressed until 2016.

Knotts reports on the TTMP, stating they're working on updates for the annual report card and will include that as part of their monthly updates. The TDM plan is underway; had a well-attended kickoff meeting last week; reiterates this will be a long-term effort with the public and private sectors to get everyone on the same page.

The other effort they're working on is the creation of a transportation management system; working with the county to co-chair it.

Fonnesbeck states they held their kickoff meeting for the short-term transportation plan. Excited about the KHM group and the things they will be doing for us. Also kicked off their Main Street and Old Town parking study a few weeks ago and will be conducting surveys and putting together a technical advisory committee. They ordered 11 new buses and one new trolley which will have wifi; they will be ready to go in about 14 months.

Dieters reports the TMP trails master plan is overdue for an update, as is the trails system map itself. The economic impact study regarding the trails is ongoing, as is the E bikes study.

Council member Beerman asked about the 224 plan and how they're integrating those efforts; he also asked about the goal of getting residents out of their cars at least once a week, stating he feels we're aiming low with that goal and asks how many more residents we'll need to get out of their cars to have an impact. Foster talked about how it's actually an aggressive goal. Fonnesbeck states they are putting together a marketing plan to help change people's behavior. Council member Henney asks Staff if they have a clear direction from Council for the long term in order to make the decisions you need to. Knotts states the pieces are there. Council member Beerman says our transportation team is the envy of the state and congratulates Staff on their efforts and progression.

Housing Monthly Update

Rhoda Stauffer and Phyllis Robinson, Sustainability, provided the monthly housing agenda update. Stauffer focused on high-level highlights, such as regulatory tools. States Council approved IHC's housing plan to provide a lease for Peace House. Under city sponsored development, an architect has been hired to work on 1450/1460 Park Ave and they have begun investigative work for a preservation plan for the two historic structures there. Next month they'll focus on working with EPS on the process for the blue ribbon commission. Will also bring back updates for staffing and structure.

Council member Simpson congratulates Stauffer on being nominated to help with the merging of national community land trust network and Cornerstone Partnership. Council member Matsumoto asked about a swatch of land in the north end of City Park, as she has heard different reports on what it is going to be. Dieters reports it will be a retention pond. Council member Beerman asked about the status of working with Mountain Lands, to which Robinson states they will be having discussions with them regarding tax credits and in working in the Lower Park Avenue area construct. Council member asked about the status of vertical building in Park City Heights. Robinson states she will double check the timeframe date to go vertical by the end of the year and having units for sale.

Lower Park Avenue Design Studio Next Steps

Robinson and Kim Clark discussed next steps following the design studio presentation. In issuing RFPs for Lower Park Avenue, Staff wanted to create more community focus areas through an outreach process they began in the spring. Next steps involve developing housing options at Woodside/Park Avenue; determine the best location for the Senior Center; define community amenities to fit within the LPA area.

Council and Staff discussed the Senior Center and whether it would include community flex space. Some Council feels we haven't defined our needs for community space. Others feel we've heard enough from the community on what they want to see and not see. Mayor Thomas asked Council if there is agreement on where to put a senior center and what it should include. Council wants Staff to go ahead with a Senior Center in Lower Park but there needs to be further discussion on mixed use. Other questions Council discussed are an east-west connection and moving forward with ideas for housing. Henney states the east-west component is the critical piece of this issue based on recommendations from the design team. Beerman feels the north-south connection is just as critical. Council deferred the Library Field question to a later date.

Policy Endorsement Letters - Office of Sustainability

Matt Abbott, Sustainability, spoke to letters signed by the city Office of Sustainability. The process generated by Staff is: once letter is received, Matt Abbott reviews; then Ann, Phyllis and Matt Dias; then it's reviewed by Jim Barker, then it is signed and sent to Council. Abbott asks Council for feedback on the I Am Pro S

Simpson states she doesn't feel that Council needs to see or approve the letters especially since they're not signed by them. Ann Ober, Senior Policy Advisor, clarifies the current process for letters. Council approved the I Am Snow Letter and agrees with the current process of only bringing letters before them that address new policies.

School District Bond Discussion and Update

Ann Ober reviewed what is included in the bond. She explained the drawings are different than those presented by the master plan committee and went over changes that were made. Council member Simpson asks that future plans show city property. Council member Beerman requests Snyderville Basin, the city and School District take a closer look at these plans in order to avoid duplicating shared facilities. Matsumoto states it's important to cooperate with the School Board in order to help them meet their goals.

Approach for Historic Preservation Action Items

Bruce Erickson and Anya Grahm, Planning Department, discuss ongoing efforts in the historic district to put together a framework of items that need to get done. Erickson states Staff will be coming up with a red flag team to address most critical mine sites and that Staff has red flagged those that need immediate attention. Erickson says they're updating how they do notifications in the Historic District by utilizing neighborhood groups instead of outdated methods such as stamped mail notices. Staff is also asking for a task force to help work on the demolition pending ordinance list. Erickson continues by addressing the five clusters of LMC changes they are working on. Simpson asks about adding buildings to the Historic Sites Inventory: will Staff come to Council with these additions and will they also be addressed at the HPB level and Planning Commission? To which Grahm answers yes. Simpson asks about the Flat Roof discussion, which Erickson he is heading up and will have Staff bring that discussion back before Council at a later date. Peek asks about the pending ordinance, to which Erickson anticipates will be completed by the end of November.

Public Art Advisory Board Joint Meeting with Council

Jenny Diersen, Special Events, says the Board thanks Council for awarding funding to them for the next three years. She discussed the sites they looked at and future sites they are looking at placing art pieces, such as in the Marc by the track area, China Bridge, Poison Creek, etc. Council member Beerman asks about the status of rotating art. The Board explains these pieces are a lower priority due to the large amounts of time or money involved in securing them. They said they put out the flying pieces on rotating sculptures, similar to what the city of Boise did, but they didn't generate the interest they thought they would. Mayor Thomas states there are interesting possibilities for pieces like this and discussed pieces made by graduating classes on the campus of his college alma mater.

Diersen updated Council on current projects, stating the Library and Poison Creek pieces are almost finished. Jason Glidden, Special Events manager, asked Council if they are interested in getting pieces donated by corporations or families. Simpson asked for more details on what Staff has in mind, especially since asking corporations for donations may step on the toes of non-profits who are competing for the same dollars. Mayor Thomas states it would involve staff time as well and would like further discussion on exactly how this concept would be carried out.

Diersen also says there is interest in doing artwork on utility boxes, which she will research and get back to the Board on. Diersen reports there has recently been a change in management at Rocky Mountain Power and that they are interested in partnering with us on doing this.

Simpson raises concern about a new piece near Bear Bench as she doesn't feel another piece will fit there. She suggests the Board consider a piece in the empty plaza between old China Bridge and new China Bridge. Diersen concluded by asking the Board if there are any other spaces in town they would like to see artwork.

REGULAR MEETING

I. **ROLL CALL** – Mayor Jack Thomas called the regular meeting of the City Council to order at approximately 6:00 pm at the Marsac Building on Thursday, August 20, 2015. Members in attendance were Jack Thomas, Andy Beerman, Dick Peek, Liza Simpson, Tim Henney and Cindy Matsumoto. Staff members present were Diane Foster, City Manager; Tom Daley, City Attorney; Karen Anderson, Deputy C

Francisco Astorga, Senior Planner; Heinrich Dieters, Sustainability; Roger McClain and Nick Graue, Water; Jenny Diersen, Special Events and Christy Alexander, Planning.

II. COMMUNICATIONS AND DISCLOSURES FROM COUNCIL AND STAFF

Council member Peek states one of the permits for 533 537 Woodside is his.

III. PUBLIC INPUT (ANY MATTER OF CITY BUSINESS NOT SCHEDULED ON THE AGENDA)

Jeff Loudon has been a member in the community for 18 years. Thanks Council and the Mayor for their leadership and hard work. Encourages Council to move forward in being leaders on climate change. Wants to remind everyone that Park City is a community that leads. There have been 342 months where the average global temperature for the world has been higher than normal, which means anybody younger than 28 has never experienced a cooler month on average. He encourages council to embrace this initiative in order to care for the planet.

Sandra Morrison, PC Historical Society and Museum, thanked Anya Grahm and Bruce Erickson for their work on historic preservation. Regarding the red flag priority list, Morrison states their number one priority is the California Comstock mine. It's a structure that is recognized and loved by residents and visitors alike. It's located on the Keystone ski run, for those of you that have skied by it, and also on the Powerline mountain biking or hiking trail. We all go by it on a daily basis. Sandra shows pictures of it in the past where it's looking good and then a picture of it today where she states that it's falling down. She talked about remediation done to it last winter, but some of the supports have fallen and it won't last another winter. They recently received grant money for this structure, and TCFC and Summit County have promised money too, bringing total funds to the halfway point of the \$150,000 they need for total restoration. They are looking at community fundraising as well. She asks council if they'd like to join the efforts and partnership to preserve the mine. Council member Simpson asks how much the grant was for. Sandra says it was for \$5,000. All together they have about \$70,000. Since it's not on the agenda for discussion on the council level, Council states they would like to discuss this at a later date. Foster states she will have Staff bring it back on September 3rd as a Manager's Report by Nate Rockwood. She says it's a council priority. The issue is that it's in Summit County. The city doesn't own it and it's not in city limits, so there are some limitations. They will look at the regulations for the city's participation in something that is outside the boundaries. Simpson wants to look at the budget to see how money could be allocated in the next budget cycle to put toward this project. Mark Harrington says there could be quite a few options that could meet the budgetary limitations.

Glen Wright, resident of the Prospector neighborhood, seconds Mr. Loudon's comments and states Senator Lee will be available in a Coalville Town Hall meeting next week and encourages Council and Park City residents to descend upon him regarding the issue of climate change. Secondly, he is in favor of the School District master plan issues regarding transportation and encourages Council to work with them, but not to give them money unless they reduce the number of students driving cars, as that is the only way the transportation issues will be solved. Lastly, he is frustrated with the lack of progress on Lower Park Avenue and encourages Council to get going on that project.

Bill Humbert, resident, congratulates Council on a great discourse this afternoon in working together especially on issues they don't agree on. He was part of the master planning on the School District Bond. He wishes the School Board would put in the same due diligence on their bond issue as the city does on their issues. He doesn't think the school district has planned well enough to come to the public and ask for that kind of money. Regarding affordable housing, Humbert states affordable housing currently requires \$80,000 - \$90,000 yearly income, so he encourages Council to work on really, really affordable housing, so that the people working in Park City can afford to live here.

IV. NEW BUSINESS

1. Consideration of an ordinance of the Thomas Replat Located at 147 Grant Avenue, Park City, UT pursuant to Findings of Fact, Conclusions of Law, and Conditions of Approval in a Form Approved by the City Attorney.

Francisco Astorga, Senior Planner, states this amendment would combine portions of four lots under the same ownership. It meets the minimum lot requirements and Staff recommends Council approve the proposed plat amendment. Regarding city stairs, they are not located on this lot but are to the north.

Public Hearing

Mayor Thomas opened the public hearing. No comments were made. Thomas closed the public hearing.

**Council member Henney moved to approve consideration of an ordinance of the Thomas Replat Located at 147 Grant Avenue, Park City, UT pursuant to findings of fact, conclusions of law, and conditions of a approval in a form approved by the city attorney
Council member Peek seconded
Approved unanimously**

2. Consideration of a Real Estate Purchase Contract for 14.35 Acres – the Ted Sommer Parcel

Heinrich Dieters, Sustainability, and Judy Hanley, COSAC chair, ask Council to authorize a sales contract for the 3 acre Sommer property. The contract requires \$5,000 in an earnest money deposit; city will cover all closing costs; September 25th would be the closing date. Hanley states she is excited about acquiring this space; it is beautiful and would be invaluable as open space.

Dieters reports the parcel is landlocked, does not have legal access at this point, but as an open space purchase the access isn't that important. Should council decide to use it for other uses in the future that would be something we'd need to resolve.

A phase I environmental assessment has been performed as well as a wetland assessment in 2015. Future use is primary open space, but there have been some discussions that this would be a good spot for an affordable housing project.

Simpson inquired about putting affordable housing units there. Dieters states there's a wetland area that can't be built on, but an 8-acre area with an approximate 15 degree slope where units could be built. Beerman congratulates Heinrich and Tom Daley on their work on securing this piece.

**Council member Beerman moved to approve consideration of a Real Estate Purchase Contract for 14.35 Acres – the Ted Sommer Parcel in the amount of \$500,000 pursuant to findings of fact, conclusions of law, and conditions of approval in a form approved by the city attorney
Council member Simpson seconded
Approved unanimously**

3. In a Form Approved by the City Attorney, Authorize the City Manager to Execute:

- A. The First Amendment to the Professional Services Agreement with Carollo Engineers for Water SCADA and Telemetry System Upgrade Phase 1B Design-Build Services for Guaranteed Maximum Price of \$1,623,311;
- B. The Second Amendment to the Professional Services Agreement with Corollo Engineers, in an Amount Not to Exceed \$15,000; and
- C. A Construction Agreement with Hidden Peak Electric Co, Inc for the Water SCADA Fiber Optic Project in an Amount Not to Exceed \$251,800

Roger McClain and Nick Graue, Water Department, discuss the development of the SCADA project with respect to hardware/software/communications. McClain states they're ready to move this equipment into the implementation stage. He recognized the IT department for all their work on this project as well as Tom Daley.

Graue discussed the background on this project and what has been done so far to get to this point, including a system design and radio path study of the entire city. They're going to put a 1 ½ miles of fiber optics to the existing infrastructure. He states this upgrade will be completed by May 13, 2016 and will involve two years of maintenance and support services. With this system Park City will be able to start tackling some neat projects like energy usage optimization and it will improve City Works, which is the maintenance management system and additional analytical and data recording capabilities. It gives us a lot more flexibility in how we monitor and control our water system.

Simpson asked where we are putting fiber. Graue says the additional fiber optics are not just for water, all of the city departments will be able to utilize them.

- Council member Matsumoto moved to approve consideration of:**
- A. The First Amendment to the Professional Services Agreement with Carollo Engineers for Water SCADA and Telemetry System Upgrade Phase 1B Design-Build Services for Guaranteed Maximum Price of \$1,623,311;**
 - B. The Second Amendment to the Professional Services Agreement with Corollo Engineers, in an Amount Not to Exceed \$15,000; and**
 - C. A Construction Agreement with Hidden Peak Electric Co, Inc for the Water SCADA Fiber Optic Project in an Amount Not to Exceed \$251,800 pursuant to finding of fact, conclusions of law and conditions of approval in a form approved by the city attorney**
- Council member Simpson seconded**
Approved unanimously

4. Consideration of the Autumn Aloft Master Festival License

Jenny Diersen, special events, reviewed the master license approval process for this year's Autumn Aloft to be held September 18 - 20th 2015. Diersen reported on changes to this year's event.

Simpson asked for further detail on the Candlesticking Event. Mike Bowens, Balloon-meister, explained this is where the balloon burners are turned on to create a nice visual spectacle. They can't light the balloons up because it's windy downtown in the evenings, but they can turn on the burners, without the envelopes, and have a light show. Monty Coates discussed the reasons they wish to hold this event downtown.

Matsumoto says her neighbor had concerns last year during the Autumn Aloft because the balloons on the North 40 didn't rise very high, they were beautiful, but they just sort of hung there and skimmed over the tops of the houses. Her neighbor thought it was because the draft isn't good right there. Matsumoto asked if that's true—if the draft isn't good there.

Mike Bowens says last year there was no wind at all—which is rare. So the balloons tried to stay in an area where they could land safely because they couldn't travel very well. Matsumoto asks if it's something that typically doesn't happen because her neighbor was very adamant that it was a stupid place to have a balloon. Bowen says that the show is basically going up in the air and coming back down, so it's about educating people on what the balloons are supposed to do and what they can expect from a balloon show. The balloons are very safe and can be controlled really well.

Public Hearing

Mayor Thomas opened the public hearing. Chuck Klingenstein, resident, states Monty Coates ran a great event last year and he's looking forward to watching again this year. Sarah Klingenstein, resident, is also excited about Autumn Aloft and that another generation of residents will be able to enjoy the event. She states Autumn Aloft overlaps with Silly Market, which causes too much traffic and congestion. She encourages Council to keep shoulder season events local and not advertise them to outside communities to avoid event fatigue and size issues. Thomas closed the public hearing.

Simpson would like to see the matrix with all the events in the body of the staff reports, so they can see what else is going on during each event.

**Council member Beerman moves to approve consideration of the Autumn Aloft Master Festival License to be held September 18 - 20th 2015 based upon the findings of fact, conclusions of law, and conditions of a approval in a form approved by the city attorney
Council member Peek seconded
Approved Unanimously**

5. Consideration of an ordinance for the 950 Empire Avenue Plat Amendment located at 950 Empire Avenue, Park City, UT pursuant to finding of fact, conclusions of law and conditions of approval in a form approved by the City Attorney.

Christy Alexander, planning, states this is a request to combine one and a half lots. Currently a non-historic A-frame structure sits on the property. The applicant wishes to demolish the structure and build a new single family home. Staff finds this meets all requirements; Planning Commission approved this unanimously; Staff recommends approval. Peek asks if this demolition falls under the pending ordinance, to which Alexander says yes.

Public Hearing

Mayor Thomas opened the public hearing. No comments were heard. Thomas closed the public hearing.

**Council member Matsumoto moves to approve consideration of an ordinance for the 950 Empire Avenue Plat Amendment located at 950 Empire Avenue, Park City, UT pursuant to finding of fact, conclusions of law and conditions of approval in a form approved by the City Attorney
Council member Beerman seconded
Approved unanimously**

6. Consideration of an ordinance of the 533-537 Woodside Avenue Mountain Spirits Condominium Plat located at 533-537 Woodside Avenue, Park City, UT pursuant to findings of fact, conclusions of law, and conditions of approval in a form approved by the City Attorney.

Public Hearing

Mayor Thomas opened the public hearing. No comments were heard. Thomas closed the public hearing.

**Council member Peek moved to continue consideration of an ordinance of the 533-537 Woodside Avenue Mountain Spirits Condominium Plat located at 533-537 Woodside Avenue, Park City, UT to September 3rd 2015 pursuant to findings of fact, conclusions of law, and conditions of approval in a form approved by the city attorney
Council member Beerman seconded
Approved Unanimously**

V. ADJOURNMENT

**Council member Matsumoto moved to adjourn
Council member Simpson seconded
Approved Unanimously**

CLOSED SESSION MEMORANDUM

The City Council met in a closed session at approximately 12:00 p.m. Members in attendance were Mayor Jack Thomas, Council members Andy Beerman, Dick Peek, Tim Henney, Liza Simpson and Cindy Matsumoto. Staff members present were: Diane Foster, City Manager; Mark Harrington, City Attorney; Tom Daley, Deputy City Attorney and Jenny Diersen; Special Events. **Council member Beerman moved to close the meeting to discuss Property, Litigation and Personnel. Council member Henney seconded. Motion Carried.**

The meeting for which these minutes were prepared was noticed by posting at least 24 hours in advance and by delivery to the news media two days prior to the meeting.

Prepared by Katie Madsen.



DATE: September 24, 2015

TO HONORABLE MAYOR AND COUNCIL

This contract with Stanley Consultants will provide for the necessary design work on the Lowell Avenue OTIS project. Stanley Consultants was selected to provide pre-design, design, bidding services, construction engineering management and post construction services for the Lowell Avenue OTIS Project.

Respectfully:

Matthew Cassel, City Engineer



City Council Staff Report

Subject: Professional Services Contract for
Lowell Avenue OTIS Project
Author: Matthew Cassel, P.E., City Engineer
Date: September 24, 2015
Type of Item: Administrative

Summary Recommendations:

The Council should consider authorizing the City Manager to enter into a Professional Services Agreement in a Form Approved by the City Attorney's Office with Stanley Consultants for consultant services related to the Re-Construction of Lowell Avenue in the amount not to exceed \$397,323.

Executive Summary

This contract with Stanley Consultants will provide for the necessary design work on the Lowell Avenue OTIS project. Stanley Consultants was selected to provide pre-design, design, bidding services, construction engineering management and post construction services for the Lowell Avenue OTIS Project.

Acronyms

OTIS – Old Town Improvement Study
PI - Public Information
SBWRD – Snyderville Basin Water Reclamation District
ISI – Institute for Sustainable Infrastructure
LEED – Leadership in Energy and Environmental Design

Background:

City Council adopted the Old Town Improvement Study in 2002. This was actually the second study, as the City had been steadily improving infrastructure in Old Town since an earlier study in 1992 made similar recommendations. Street projects which have been completed since 1992 include most of Swede Alley, King Road, Ontario Avenue, Marsac Avenue, Woodside Avenue south of 12th Street, Upper Park Avenue, Prospect Street, Upper Norfolk and lower Woodside/Norfolk, Hillside Avenue, Sandridge Avenue, Empire Avenue, 10th Street, 11th Street and McHenry Avenue.

In May 2011, the OTIS study was updated with current estimates of construction costs and a reprioritization of projects. Though Lowell Avenue was not the next project up, circumstances described in the analysis section made it the next project. Proposed improvements consist of the upgrade of existing water main with the possibility of using cathodic protection, installation of hydrants, new water services and/or meters as required, new sanitary sewer, new paved roads, modifications to the storm drain system as required, evaluation for the potential for sidewalk and coordination with dry utility companies for upgrade or replacement of their facilities. The evaluation of traffic signs and regulatory signage and street lighting will also be part of this project.

To keep the residents along Lowell Avenue informed and provide them with a venue to voice their issues and concerns, three public involvement meetings will be scheduled to be held during the course of the project. These public involvement meetings would be in December, February, and April. The first public meeting will be held during the preliminary design phase of the project and will capture the residents initial concerns that staff will need to address. The second public meeting will be held as the design nears completion and will be used to show the residents the nearly complete design and again provide for their input. The third public meeting will be held just before construction starts, which will let the residents know construction is starting and give them a chance to meet the contractor. Additionally and from the start of the project until it is finished, staff will have a dedicated PI person who will provide weekly updates and will help to respond to resident's concerns and issues.

During the summer of 2014, the Water Department installed a transmission line down the length of Lowell Avenue. Additionally, Questar Gas replaced their gas line in Lowell Avenue during the summer of 2014.

A traffic study was performed by InterPlan in the winter of 2015 to determine the existing and future traffic levels on Lowell Avenue. Including future traffic generated by the Treasure Hill Development and the full development of the Bernalfo properties, the study determined that Lowell Avenue should remain a residential street as defined in the 2011 Traffic and Transportation Master Plan.

Analysis:

The 2011 re-prioritized OTIS projects are as follows:

- Empire Avenue,
- Sullivan Road,
- Chambers Avenue (waterline only)
- 8th Street,
- 14th Street,
- 15th Street,
- Rossi Hill Drive,
- McHenry Avenue,
- Lowell Avenue

Because Sullivan Road is located in the Soil Ordinance Boundary, staff has delayed any OTIS project located in the Soil Ordinance Boundary because the construction estimates did not include the cost to haul soils to a repository and the hope is that a solution will be found before it is time to do these projects.

Rossi Hill Drive is currently in the Neighborhood Traffic Management Program (NTMP) process due to parking and emergency access concerns and complaints. These concerns are close to being addressed and Rossi Hill Drive will be the next OTIS project (summer of 2017).

During the summer of 2014, the Water Department installed a transmission line down the length of Lowell Avenue. Additionally, Questar Gas also replaced their gas line in Lowell Avenue. With these utility construction projects, Lowell Avenue is currently in a substandard condition. Additionally, SBWRD has previously indicated that they had a need to replace their sanitary sewer in Lowell Avenue as soon as practical. Because of these past impacts to Lowell Avenue and the future utility impacts, Lowell Avenue was scheduled last year to be the next OTIS project ahead of 8th, 14th and 15th Streets.

A review committee consisting of Roger McClain (Public Utility), Bryan Atwood (SBWRD), Matt Cassel (Engineering), Francisco Astorga (Planning) and Alfred Knotts (Transportation Planning) evaluated the six (6) submitted Statement of Qualifications (SOQs) from consulting firms as listed below:

FIRM

Horrocks Engineering
Epic Engineering
Jviation
NV5 Consultants
Stanley Consultants, Inc.
Ward Engineering

In addition to price (which by City policy does not need to be the determining factor), the SOQs were evaluated based on the following criteria:

1. Experience on similar projects (20% of total score),
2. Strength of individuals committed to the project (20% of total score),
3. Relevance of the submitted work plan (10% of total score),
4. Communication and public involvement skills (15% of total score),
5. Strength of SOQ addressing Park City concerns (20% of total score), and
6. ISI experience (15% of total score)

Stanley Consultants was the top ranking firm and the selection committee opted to not shortlist interview other firms. The final scope of services and proposed fee were negotiated with Stanley Consultants.

The following are the deliverables to be provided by Stanley Consultants per the final negotiated scope of work:

- A preliminary design,
- A final design and construction documents,
- Construction documentation, and
- Record survey and record drawings after the project is completed

The project will include the holding of three public meetings:

- First Public Involvement Meeting - An open house style meeting is planned as the preliminary design is being started.
- Second Public Involvement Meeting – The second open house style

- meeting is planned as the final design is being completed, and
- Final Public Involvement Meeting – The final meeting will occur after the contractor is selected so the residents have a chance to meet the contractor and staff can provide a better schedule for the construction.

Critical elements of this project include providing residents access during construction, achieving no net parking loss and addressing storm water impacts from the Treasure Hill Development and the Phase 2 program.

This project will be the first one where the Engineering staff will use the Envision Sustainable Infrastructure Rating System to rate the community, environmental and economic benefits of the Lowell Avenue OTIS project. The Envision Rating System is supported by ISI. A short description of the program is provided below:

- The Envision Sustainable Infrastructure Rating System provides a holistic framework for evaluating and rating the community, environmental and economic benefits of all types and sizes of infrastructure projects. It evaluates, grades and gives recognition to infrastructure projects that use transformational, collaborative approaches to assess the sustainability indicators over the course of a projects life cycle,
- The Envision Rating System is structured as a series of Yes/No questions, organized into five categories and fourteen subcategories. Every infrastructure project has an important impact on all five Envision categories. The five categories are Quality of Life, Leadership, Resource Allocation, Natural World and Climate and Risk,
- The assessment is performed by someone who is trained in the use of the Envision Rating System and is credentialed by ISI. This credential is an Envision Sustainability Professional (ENV SP). Stanley Consultants has a credentialed staff member on this team to perform the assessment,
- A total of 60 sustainability criteria or credits are available to be awarded.

Similar to the LEEDs program, ISI gives recognition through an awards program. The highest level possible to be achieved is Envision Platinum. The cost to verify and achieve this level is estimated to be \$10,000. This cost is **not** included in the consultant's project fee. By using the Envision Rating System, staff will have a better understanding of our sustainable practices. This is a learning experience and will help staff understand and make adjustments to our systems to optimize our sustainable practices. Staff anticipates that on future projects, staff will require a minimum number of credits to be earned for each project. At that time, and with Council permission, staff would then entertain going through the verification process for the project.

Department Review:

This report has been reviewed by City Manager, Budget, Public Utility and Legal. All issues have been resolved.

Alternatives:

A. Approve the Request:

This is staff's recommendation.

B. Deny the Request:

If this request is denied, it could be difficult to complete the design in time for the 2016 construction season.





C. Continue the Item:

If the Council needs more information the item can be continued.

D. Do Nothing:

This option would not allow staff to start the design for the Lowell Avenue OTIS Project.

Significant Impacts:

	World Class Multi-Seasonal Resort Destination (Economic Impact)	Preserving & Enhancing the Natural Environment (Environmental Impact)	An Inclusive Community of Diverse Economic & Cultural Opportunities (Social Equity Impact)	Responsive, Cutting-Edge & Effective Government
Which Desired Outcomes might the Recommended Action Impact?	+ Safe community that is walkable and bike-able			+ Well-maintained assets and infrastructure
Assessment of Overall Impact on Council Priority (Quality of Life Impact)	Positive 	Neutral 	Neutral 	Positive 
Comments:				

The engineering design will have minimum to no significant impacts, whereas the actual construction of Lowell Avenue will heavily impact the adjacent residents.

Funding:

Capital Project cp0157 still contains approximately \$1,387,000 which was approved for OTIS Phase III projects. Funding for OTIS projects are part of the Council adopted 10-year Additional Resort Communities Sales Tax plan and the 5-year CIP. Snyderville Basin Water Reclamation District (SBWRD) will finance the design and construction of their portion of the project.

Consequences of not taking the recommended action:

Lowell Avenue is a local street where some of the utilities are in need of replacement/repair and the road surface is in need of replacement. Not taking the recommended action will not allow staff to design and construct the upgrades for this road in Old Town.

Recommendation:

The Council should consider authorizing the City Manager to enter into a Professional Services Agreement in a Form Approved by the City Attorney's Office with Stanley Consultants for consultant services related to the Re-Construction of Lowell Avenue in the amount not to exceed \$397,323.

Exhibits Stanley Consultant's Fee Proposal
 Stanley Consultant's Scope of Work

Lowell Work Plan – Stanley Consultants

Task 1 Preliminary Design Activities

TASK 1.1—COLLECT & REVIEW EXISTING STUDIES / DATA

Collect and review existing available data including Park City standards, Old Town Infrastructure Study, Park City Storm Water Master Plan, Soils Ordinances, historic preservation, and Traffic and Transportation Master Plan. Identify existing conditions that may affect project design or construction. Identify existing parking locations and number of available spaces. We will use the City GIS for right of way information.

Deliverables: Project base maps.

Assumptions: City GIS property line and Right of Way information is sufficient for design. Survey limits are the length of Lowell Ave between Manor way and around the bend to Empire within the ROW. A maximum of 5 utility testholes will be performed. Utility testholes include standard backfill and a cold patch.

TASK 1.2—MEETINGS WITH PARK CITY STAFF

We will meet monthly with Park City. Our PM will provide weekly email updates of project progress and issues. Public involvement is critical to project success. (1) Kickoff Meeting/to establish project design criteria and review past project best practices. (2) Monthly design meetings (3) Preliminary design review. (4) Preliminary design public meeting.

Deliverable: Meeting notes, project design criteria document, public meeting displays, and public comments.

Assumptions: Four meetings maximum including the kickoff meeting.

TASK 1.3—CONCEPTUAL DESIGN (30%)

Use base project maps with the existing utilities to design proposed roadway alignment(s), driveways, curb and gutter, sidewalk (if required), storm drain, signing and striping, roadway typical sections, and pavement section within the existing public ROW. Comply with the Park City and MUTCD design standards. Develop MOT concepts and alternatives. Work with the PI team to provide necessary design information for the public meeting.

Deliverables: Concept level plans showing the alternatives with cost estimates.

Assumptions: A roadway profile will not be necessary. Grading sheets will be provided so that the new gutter matches the existing location.

TASK 1.4—UTILITY COORDINATION

We will communicate with Utility Companies. We will meet with all utility companies to identify potential conflicts and coordinate relocations.

Deliverables: Meeting notes, action items, utility plans.

TASK 1.5—PRELIMINARY DESIGN PI

VIA Consulting will identify and compile a contact list of the stakeholders and property owners for the project, meet with individuals to present design issues, resolve concerns about parking and maintenance of traffic, and provide project contact information. VIA Consulting will also advertise and facilitate two public meetings during design with displays.

Deliverables: Public meeting announcements, displays, comment and public meeting documentation.

Assumptions: Kim Clark will perform PI tasks as a contract employee for Park City.

TASK 1.6—Envision ISI

We will review the ISI Envision checklist during the kickoff meeting. We will track these items and review at each design meeting to monitor progress. We will score and rate the project using the ISI Envision Rating System. The project will not be submitted to Envision for score verification.

Assumptions: Items identified to improve the score will be approved during the concept design so that final plans will not need to be redesigned.

Task 1.7-Drainage Study and Report

Team Stanley will use new topographic data (rim, invert elevations, pipe diameter/material) to revise the latest existing conditions StormCAD model as applicable. We will use this existing conditions model to build 3 scenarios. The report will outline the advantages and disadvantage of each of the alternatives and list engineering probable opinion of construction cost. This will help the City determine which scenario will be the most feasible. These scenarios will also address current flooding hot spots & drainage issues in Lowell Avenue.

A. Scenario 1: in this scenario we will run the model to route Treasure Hill storm water down Lowell Avenue

B. Scenario 2: in this scenario we will run the model to route Treasure Hill storm water down Park Avenue.

C. Scenario 3:: in this scenario we will run the model to with on-site detention within Treasure Hill and releasing pre-development flows while addressing existing drainage

Deliverables: Revised model (Existing and proposed conditions), Drainage Study Report (up to 10 pages), Two project maps (existing and proposed conditions)

Assumptions:

Topographical and design information for Treasure Hill will be provided by Park City.

Task 2 Design and Construction Documents

TASK 2.1—FINAL DESIGN

Incorporate review meeting and public comments. Finalize geotechnical and subsurface utility investigations. Prepare technical specifications. Finalize Engineer's Estimate of costs. Integrate roadway design with water and sewer design provided by BC&A. Check and back check all plans for quality control/quality assurance.

Deliverables: Design Drawings with Details, Bid Schedule, Measurement and Payment, Technical Specifications, and Engineer's Estimate.

Assumptions: Any necessary retaining walls will be rockery walls and the detail from Royal Street will be used. Bridge driveways will not need to be removed or reconstructed.

TASK 2.2—MEETINGS WITH PARK CITY STAFF

(1) Design meeting (2) Final design review. (3) Final design public meeting.

Deliverables: Meeting notes.

TASK 2.3—FINAL DESIGN PUBLIC INVOLVEMENT

Our PI team will continue with the public involvement effort begun during preliminary design with a final design public meeting similar to the previous public meeting.

Deliverables: Public meeting announcements, displays, comment and public meeting documentation.

Task 3 Bidding Support Activities

TASK 3.1—BID DOCUMENTS AND COORDINATION

Address final design and public meeting comments, and prepare final bid documents including the design drawings, bid schedule, measurement and payment, technical specifications and Engineer's Estimate in an electronic format.

Deliverable: Bid document package in electronic format (CDs).

TASK 3.2—BID PROCESS SUPPORT

Conduct the pre-bid meeting, answer questions during the bidding period, issue addendums (if required), conduct the bid opening(using Park City's processes), post bid tabulation results, review bid numbers for accuracy, check references and support City staff at City Council when the contract is awarded.

Deliverables: (1) agenda for the pre-bid meeting, (2) posting of all questions raised by Contractors, (3) issuance of addendums and conformed drawings (if required), (3) bid opening agenda, (4) bid tabulation, (5) bid evaluation and recommendation (6) construction contracts.

Task 4 Construction Support

TASK 4.1—PRE-CONSTRUCTION PUBLIC OPEN HOUSE

Our PI team will arrange and facilitate a "meet-the-contractor" open house before the start of the construction. The open house will be for stakeholders and residents to meet the contractor, receive a project schedule update, and discuss any issues they have. Deliverables: List of concerns expressed by residents.

TASK 4.2—PRE-CONSTRUCTION ACTIVITIES

Our Resident Engineer (RE) will conduct a pre-construction conference including the Contractor, the City, and our PI team. Construction procedural matters will be addressed including reporting requirements, pay authorizations, RFI submittals, change orders, and periodic schedule updates. We will ask the contractor to produce a task specific schedule. Lastly, we will provide photos and video of the roadway, buildings, and landscaping potentially impacted by the construction process.

Deliverables: Meeting agenda, minutes, and contractor's schedule.

TASK 4.3—CONSTRUCTION ADMINISTRATION

Our RE, staff, construction inspector, and field engineer will document daily construction and inspection activities, that includes, participating in weekly construction meetings, evaluation of change orders and review of weekly schedules.

Deliverables: Reports, completed forms, meeting minutes, record of conversations with affected parties, schedule review, payment approvals, and safety reports.

Assumptions: On-site testing of soils for lead and arsenic is not included.

TASK 4.4—CONSTRUCTION OBSERVATION

We will have a full-time construction observer on-site to document construction activities. He will provide regular updates to our RE, field engineer, and PI Team. Our observer will coordinate construction testing on an as needed basis with the Contractor so that the material testing complies with plans and specifications. He will evaluate the traffic control to confirm compliance with MUTCD standards.

Deliverable: Daily reports, which include construction activities performed, equipment used, traffic control compliance, and pay quantities.

Assumptions: Construction will last 26 weeks and an observer will be necessary for 50 hours per week.

TASK 4.6—UPDATE CONSTRUCTION DOCUMENTS

The RE and Construction Observer will maintain a marked set of field changes that will show design alterations used to produce an electronic set of as-builts. Any design revisions or field changes will require approval from the City prior to implementation. Any variance from the design will be noted in redline mark-ups to the Contractor.

Deliverable: Observation memorandum, and construction documents.

Assumptions: Water As built survey will be done at the completion of the project and only requires surface survey on valves, hydrants, manholes, and meters. Storm drain and roadway items will not require as built survey.

TASK 4.7—PROJECT CLOSEOUT

The RE, in coordination with the Contractor, will confirm substantial completion and will notify the City. We will schedule a final walkthrough and develop a punch list to complete the project. Upon satisfactory completion of the punch list items and a final walkthrough by the City, our RE will recommend final payment.

Deliverable: Substantial Completion Form; memo showing punch list items and the completion dates; and Final Payment request.

Assumptions: Does not include a one year warranty walk through.

Task 5 Post Construction

TASK 5.1—POST CONSTRUCTION

DOCUMENTATION

Stanley will verify all surface features and compare to Contractor's field changes. We will verify and variances and will prepare as-builts. Our RE will provide all as-builts on mylar and an electronic version in GIS format.

Deliverable: As-built drawings on mylar and GIS format

Bowen Collins and Associates

Task 1.0 – Preliminary Design

Task 1.1: Kick-Off Meeting. BC&A will attend the project kick-off meeting with personnel from Park City to discuss the project elements. The Envision Checklist will be discussed as part of this meeting.

Task 1.2: Collect and Review Existing Information. BC&A will meet with personnel from Park City to collect existing information pertinent to the project including previous studies, roadway information, water information, house sheets for water services, GIS information, and other information pertinent to the project. Field investigations will be completed to gather data pertinent to the project. This information will be reviewed and used in the design of the waterline.

Task 1.3: Hydraulic Analysis. A hydraulic analysis of Park City's existing conditions and proposed upgrade conditions will be performed by BC&A to include determining the distribution waterline replacement's effects on the steady state hydraulic conditions in the water system as well as the potential future waterline to service the Treasure Hill area. BC&A will use Park City's existing water system model. A technical memo will be prepared detailing recommendations for replacement of the distribution waterline and for the future Treasure Hill water service.

Task 1.4: Utility Investigations and SUE Coordination. BC&A will research existing utility records and record drawings for sewer, water, power (underground and overhead), telephone (underground and overhead), fiber optic lines, gas, cable TV (underground and overhead), storm water, drainage improvements and irrigation to determine existing conditions that may impact the design of the project. We will perform a field review of utilities in the areas for the project. We will also gather utility location data from the various utility companies and locate all known utilities on the design drawings. We will coordinate with Stanley and the subsurface investigation firm to perform potholing as necessary. Based on the topographic survey of the project alignment provided by Stanley, BC&A will prepare a utility map showing the existing utilities. BC&A will work with the utility companies such as Rocky Mountain Power, Questar, Comcast, Century Link, All West Communications, etc. to provide copies of the design packages for review and inclusion of any project elements necessary to accommodate, relocate or replace existing dry utilities within the corridor.

Task 1.5: Conceptual Design. BC&A will prepare conceptual water design drawings for the project. It is assumed that Stanley Consultants will furnish the survey along with existing Park City aerial photography for use as base mapping for the project. Water plan view drawings will be prepared at a scale of approximately 1-inch equals 20 feet (half size sheets). All construction drawings will be generated in AutoCAD format.

Task 1.6: Utility Coordination and Meetings. BC&A will attend coordination meetings with the team and utility providers listed in Task 1.4 as well as Park City to review and comment on the existing and proposed preliminary utilities within the project alignment. It is assumed that 1 meeting will be required for this task.

Task 1.7: QA/QC. BC&A will perform an internal quality control/quality assurance review of the preliminary design, as well as coordinate with Stanley Consultants for a cross check of the 30% design elements for the overall project.

Task 1.8: Field Survey Coordination. BC&A will coordinate with Stanley Consultants who will perform topography survey for the alignments along Lowell Avenue from 8th Street to Manor Way. All surface utilities will be located and inverts for storm drain and sewer will be collected. The extent of the existing road right-of-way will be determined by Stanley and shown on the utility plans.

Task 1.9: Geotechnical Investigation Coordination. BC&A will coordinate with Stanley Consultants and AGEK for any utility requirements and borings from the geotechnical investigation.

Task 1.10: Meetings. BC&A will meet with personnel from Park City for three (3) review meetings at 30% completion (preliminary design), including meetings for coordination of road and storm drain design issues with Stanley Consultants.

Task 2.0 – Design

Task 2.1: Design Drawings. BC&A will prepare utility final design drawings for the project. Water plan and profile drawings will be prepared at a scale of approximately 1-inch equals 20 feet (half size sheets). Other details and drawing will be prepared as required. An estimated sheet count is presented in the cost table. All construction drawings will be generated in AutoCAD format. Final construction drawings shall be submitted to the City in electronic format (pdf).

Task 2.2: Specifications and Measurement & Payment. BC&A will prepare technical specifications along with the measurement and payment section to be used in conjunction with Park City's latest standards and specifications. Specifications will be provided electronically (pdf).

Task 2.3: Cost Estimate and Bid Schedule. BC&A will prepare a construction cost estimate for the project and a bid schedule for the water portion of the project. Cost estimates will be prepared and coordinated with Park City and Stanley Consultants.

Task 2.4: Utility Coordination and Meetings. BC&A will attend coordination meetings with the team and utility providers including Park City to review and comment on the existing and proposed final water designed within the project alignment. It is assumed that 2 meetings will be required for this task.

Task 2.5: Permitting. BC&A will assist Stanley and Park City personnel in obtaining the needed permits for the project as required. We will prepare the water permit application, coordinate with the Utah Division of Drinking Water, and assist the City personnel in obtaining the plan approval permit. We will also identify as part of the contract documents, any needed utility permits required by the contractor.

Task 2.6: QA/QC. BC&A will perform an internal quality control/quality assurance review of the preliminary design, as well as coordinate with Stanley Consultants for a cross check of the final design elements for the overall project.

Task 2.7: Meetings. BC&A will meet with personnel from Park City for review meetings of the 60%, 90% design, including coordination of road and storm drain design issues with Stanley Consultants. It is assumed that 3 meetings will be required for this task. The Envision Checklist will be discussed at each review meeting.

Phase 3.0 – Bidding Support Activities

Task 3.1: Address Comments/Bid Documents and Coordination/Bid Process Support. BC&A will be available to answer questions from prospective contractors during the bid period. We will assist with preparation of required addenda to the contract documents, attend the pre-bid meeting, attend the bid opening, review the bids received related to the water design, and make a final recommendation on award.

Phase 4.0 – Construction Management

Task 4.1: Preconstruction Meeting/Construction Administration. BC&A will attend the pre-construction meeting. We will assist Park City with reviewing submittals, responding to requests for information, and providing recommendations for any needed change orders or field orders.

Task 4.2: Construction Observation and Coordination. Although we are not including observation in our fee, BC&A offers as an option for Stanley to use our expertise for special inspection requirements for the water portions of the project.

Phase 5.0 – Post Construction

Task 5.1: Final Permitting and Record Drawings. BC&A will prepare record drawings for the water portion of the project based on the field inspection notes for the infrastructure installation. These will be delivered in hard copy, pdf and GIS format upon completion of the project. We will assist Park City with the final water permitting as required.

EXHIBIT A - SCOPE OF SERVICES
APPLIED GEOTECHNICAL ENGINEERING CONSULTANTS, INC.

Based on our understanding of the proposed construction, the anticipated subsurface conditions and our experience in the area, we propose the following Scope of Work.

1. Subsurface Exploration

Drill four borings along Lowell Avenue to a depth of approximately 15 feet or practical refusal. The borings will be relatively evenly spaced along the portion of Lowell Avenue to be reconstructed. The borings will be drilled to measure the thickness of existing pavement materials, investigate the subsurface conditions, to obtain samples for laboratory testing and to measure the depth to groundwater. Slotted PVC pipe will be installed in the borings to facilitate future measurement of the groundwater level.

2. Laboratory Testing

Conduct a laboratory testing program to determine the following characteristics of the subsurface soil. Depending the type of materials encountered, some or all of the following laboratory tests will be performed:

- Classification
- Moisture Content
- Dry Density
- Strength
- Water Soluble Sulfates
- Moisture-Density Relationship (modified Proctor)

3. Engineering Analysis

Analyze the results of the field and laboratory investigations to determine the following items:

- Characterize the subsurface materials.
- Determine the suitability of the subsurface materials for use in support of the proposed pavement materials.
- Provide recommendations for utility trench backfill.
- Provide recommendations for several asphalt pavement and base course thicknesses.
- Fill material compaction criteria.
- Recommendations for imported fill.
- Considerations for construction on the on-site soil.
- Drainage considerations.
- Suitability of the on-site soil for use as fill.
- Provide alternatives for re-use of on-site pavement materials.

4. Report

Prepare a report that summarizes the information obtained from the study and presents our conclusions and recommendations. The study will be conducted under the supervision of a registered professional engineer.

5. Geotechnical Consultation

If requested, provide geotechnical consultation during building design and attend design meetings.

FIELD INVESTIGATION

Service/Item	Quantity	Unit	Rate	Subtotal
Drill Rig - Mobilization	3	hours	\$175.00	\$525.00
Drill Rig - Crew Travel	2	hours	\$100.00	\$200.00
Drill Rig - Drill Borings.	16	hours	\$175.00	\$2,800.00
Field Engineer	2	each	\$100.00	\$200.00
Project Coordination/Bluestake	5	hours	\$100.00	\$500.00
Traffic Control	1	each	\$600.00	\$600.00
Flaggers	1	each	\$600.00	\$600.00
Field Supplies (AC Patch, Sand, PVC Pipe, etc.)	1	each	\$300.00	\$300.00
Subtotal				\$5,725.00

LABORATORY TESTING

Service/Item	Quantity	Unit	Rate	Subtotal
In Place Moisture Content/Dry Density	8	each	\$20.00	\$160.00
Retained No. 4 Sieve/Passing No. 200 Sieve	8	each	\$35.00	\$280.00
Corrosion Testing (Resistivity, pH, Chlorides)	2	each	\$175.00	\$350.00
Water Soluble Sulfates	2	each	\$50.00	\$100.00
Moisture Density Relationship (Modified Proctor)	2	each	\$200.00	\$400.00
California Bearing Ratio	2	each	\$100.00	\$200.00
Total Lead and Arsenic Content	8	each	\$65.00	\$520.00
Subtotal				\$2,010.00

OPTIONAL LABORATORY TESTING

Service/Item	Quantity	Unit	Rate	Subtotal
Modified Proctors/CBR testing/Misc Testing	1	each	\$1,200.00	\$1,500.00
Subtotal				\$1,500.00

ENGINEERING ANALYSIS / REPORT PREPARATION

Service/Item	Quantity	Unit	Rate	Subtotal
Engineering Analysis/Report Preparation	14	hours	\$150.00	\$2,100.00
Additional engineering analysis for subgrade improvement	12	hours	\$150.00	\$1,800.00
Attend Design Meetings, if requested	6	hours	\$150.00	\$900.00
Rockery Design	1	hour	\$150.00	\$150.00
Pavement Design for Construction Traffic	2	hours	\$150.00	\$300.00
Subtotal				\$5,250.00

ESTIMATED TOTAL

\$14,485.00

Lowell Avenue Public Involvement Scope – VIA Consulting

Public Outreach

Preliminary Design

VIA will develop a contact list for the Lowell Ave. Project that will be used as a starting point for our outreach. The contact list will be developed using parcel data and past project information. A public meeting will be held to present design issues, educate about and address constraints, and provide project contact information. Public meetings will be publicized using the Park Record and mailing lists to advertise as appropriate.

Deliverables: Contact list, public meeting announcements, displays, comment and public meeting documentation.

Final Design

Our PI team will continue with the public involvement effort begun during preliminary design with a final design public meeting similar to the previous public meeting.

Deliverables: Public meeting announcements, displays, comment and public meeting documentation.

Pre Construction Meeting and Construction Support

Our PI team will arrange and facilitate a “meet-the- contractor” open house before the start of the construction. Stakeholders and residents will be able to meet the contractor, receive a project schedule update, and discuss their issues. Construction updates will be provided throughout construction via email, twitter, and /or facebook.

Deliverables: List of concerns expressed by residents.

Engineering Estimate					
Item	Total Cost	Roadway/Storm Drain Share	Water Share	Sewer Share	Assumption
Survey	\$12,910	\$4,977	\$5,283.93	\$2,649.54	Design Split based on percent of overall estimated cost below plus as built survey for water
Utility Testholes	\$5,500	\$1,833	\$1,177.23	\$794.50	Split based on percent of overall estimated cost below
Utility Investigations	\$5,612	\$1,871	\$751.07	\$506.88	Split based on percent of overall estimated cost below
Geotechnical Investigation	\$14,485	\$7,243	\$3,621	\$3,621	Split 50/25/25 Due to roadway pavement section design
Construction Management	\$164,632	\$90,548	\$74,084	\$0	Split based on percent of total of Roadway and Water
Roadway Design	\$134,342	\$134,342	\$0	\$0	
Water Design	\$40,852	\$0	\$40,852	\$0	
Direct Expenses	\$18,990	\$12,647	\$6,343	\$0	Split 66% - Roadway Storm Drain and 33% Water
	\$397,323	\$253,460	\$132,113	\$7,572	

Construction Estimate			
	Empire Cost per Foot	Lowell Cost	Percent of Overall Cost
Roadway and Storm Drain Cost per Foot of Road Length	\$450	\$1,080,000	43%
Water Cost Per Foot of Road Length	\$355	\$852,000	34%
Sewer	\$250	\$575,000	23%
Total Cost	\$805	\$2,507,000	100%

Empire costs based on second low bidder Lyndon Jones
Sewer not included since SBWRD will use separate design contract

Client: Park City Municipal Corporation

Project : Lowell Avenue Re-Construction Design and Construction Management - Roadway and Storm Drain

Total Fee:
\$397,323.00

Prepared:09/11/15

Activity - Task Description	QC/QA	PROJECT MANAGER	LAND SURVEYOR	FIELD SURVEY	ROADWAY ENGINEER	ROADWAY DESIGNER	STORMWATER ENGINEER	STORMWATER DESIGNER	CAD	RESIDENT ENGINEER	CONSTRUCTION OBSERVER	GIS	ISI ENVISION SUPPORT	CONSTRUCTION OFFICE SUPPORT	CONSTRUCTABILITY AND ESTIMATE REVIEW	TOTAL HOURS	Loaded
	\$235	\$157	\$169	\$86	\$142	\$102	\$142	\$95	\$83	\$161	\$87	\$92	\$126	\$103	\$150		
Task 1.0 - Preliminary Design																	
Kick-Off Meeting	0	8	0	0	4	0	0	0	0	0	0	0	0	0	0	12	\$1,824.00
Collect and Review Existing Studies/Data	0	2	0	0	2	0	4	4	0	0	0	0	0	0	0	12	\$1,546.00
Conceptual Design	0	12	0	0	24	48	0	0	0	0	0	0	0	0	0	84	\$10,188.00
Utility Coordination and Meetings	0	12	0	0	8	0	0	0	0	0	0	0	0	0	0	20	\$3,020.00
QC/QA Review	4	8	0	0	8	8	2	0	0	0	0	0	0	0	10	40	\$5,932.00
Public Involvement	0	8	0	0	8	0	0	0	8	0	0	0	0	0	0	24	\$3,056.00
Envision Rating System and documentation	0	24	0	0	16	16	8	0	0	0	0	0	16	0	0	80	\$10,824.00
Survey/Topography File/Right of Way (Assume using GIS)	0	2	22	72	0	0	0	0	16	0	0	0	0	0	0	112	\$11,552.00
Existing condition stormwater model	0	4	0	0	0	0	4	20	0	0	0	4	0	0	0	32	\$3,464.00
Stormwater scenario evaluation and cost estimate	0	2	0	0	0	0	8	8	0	0	0	0	0	0	0	18	\$2,210.00
Storm Drain study report and mapping	0	2	0	0	0	0	8	16	0	0	0	8	0	0	0	34	\$3,706.00
Meetings (Assume 3)	0	18	0	0	10	0	0	4	0	0	0	0	0	0	0	32	\$4,626.00
Task 1 Subtotal Hours	4	102	22	72	80	72	34	52	24	0	0	12	16	0	10	500	\$61,948.00
Task 2.0 - Design																	
Comments Incorporation	0	8	0	0	16	16	0	4	0	0	0	0	0	0	0	44	\$5,540.00
Roadway Plan Sheets (5 plans, 5 grading, 5 Removal, Title, Index)	0	4	0	0	32	60	0	0	60	0	0	0	0	0	0	156	\$16,272.00
Storm Drain Plan/Profile Sheets (5 sheets)	0	4	0	0	0	0	16	40	40	0	0	0	0	0	0	100	\$10,020.00
Roadway and Storm Drain Details (3 sheets)	0	4	0	0	4	4	0	4	20	0	0	0	0	0	0	36	\$3,644.00
Typical Sections (1 sheet)	0	2	0	0	4	4	0	0	8	0	0	0	0	0	0	18	\$1,954.00
Specifications and Measurement and Payment	0	8	0	0	32	16	4	0	0	0	0	0	0	0	0	60	\$8,000.00
Estimate and Bid Schedule	0	4	0	0	8	8	4	4	0	0	0	0	0	0	10	38	\$5,028.00
Utility Coordination and Meetings	0	12	0	0	8	0	0	0	0	0	0	0	0	0	0	20	\$3,020.00
Geotech Investigations	0	8	0	0	0	0	0	0	0	0	0	0	0	0	0	8	\$1,256.00
Landscaping (Match existing)	0	1	0	0	2	2	0	0	8	0	0	0	0	0	0	13	\$1,309.00
QC/QA Review	4	8	0	0	8	0	0	0	0	0	0	0	0	0	0	20	\$3,332.00
Public Involvement	0	8	1	8	8	4	0	0	8	0	0	0	0	0	0	37	\$4,321.00
Meetings (Assume 3)	0	18	0	0	10	0	0	0	0	0	0	0	0	0	0	28	\$4,246.00
Task 2 Subtotal Hours	4	89	1	8	132	114	24	52	144	0	0	0	0	0	10	578	\$67,942.00
Task 3.0 - Bidding Support Activities																	
Address Comments	0	4	0	0	8	0	2	0	4	0	0	0	0	0	0	18	\$2,380.00
Bid Documents and Coordination	0	6	0	0	6	4	4	0	2	0	0	0	0	0	0	22	\$2,936.00
Bid Process Support	0	6	0	0	6	4	0	0	2	4	0	0	0	0	0	22	\$3,012.00
Task 3 Subtotal Hours	0	16	0	0	20	8	6	0	8	4	0	0	0	0	0	62	\$8,328.00
Task 4.0 - Construction Management																	
Pre-Construction Meeting	0	8	0	0	2	0	0	0	0	0	0	0	0	0	0	10	\$1,540.00
Pre-Construction Public Open House	0	0	0	0	0	0	0	0	8	8	0	0	0	0	0	16	\$1,952.00
Construction Adminstration	0	0	0	0	0	0	0	0	0	260	0	0	0	60	0	320	\$48,040.00
Construction Observation and Coordination (26 weeks/50 hrs per week observation)	0	0	0	0	0	0	0	0	0	0	1300	0	0	0	0	1300	\$113,100.00
As Built Survey Water (Assumes valves, manholes, hydrants, will be located in one trip)	0	0	2	8	0	0	0	0	4	0	0	0	0	0	0	14	\$1,358.00
Task 4 Subtotal Hours	0	8	2	8	2	0	0	0	12	268	1300	0	0	60	0	1660	\$165,990.00
Task 5.0 - Post Construction																	
Roadway and Storm Drain Record Drawings	0	16	0	0	0	0	8	0	0	0	4	40	0	0	0	68	\$7,676.00
Task 5 Subtotal Hours	0	16	0	0	0	0	8	0	0	0	4	40	0	0	0	68	\$7,676.00
Total Hours	8	231	25	88	234	194	72	104	188	272	1304	52	16	60	20	2800	\$311,884.00

These rates apply for additional work

EXPENSES = \$38,975.00
LABOR = \$311,884.00
UTILITY SUB (BC&A) = \$46,464.00

TOTAL FEE = \$397,323.00

PI SUB (VIA) = \$34,500.00
ISI ENVISION RATING VERIFICATION= \$10,000.00

Client: Park City Municipal Corporation
Project : Lowell Avenue Re-Construction Design and Construction Management -

Water Design Bowen Collins and Associates

Total Fee:
\$40,852.00

Prepared: 09/11/15

Activity - Task Description	Water/Sewer Design Lead & Utility Coordinator	Water Design Engineer	Staff Engineer	Senior CAD	CAD	Clerical (Editor)	Clerical (Office)	TOTAL HOURS	Loaded
	\$146	\$127	\$102	\$127	\$97	\$69	\$59		
Task 1.0 - Preliminary Design									
Kick-Off Meeting	4	3	0	0	0	0	0	7	\$965.00
Collect and Review Existing Information	2	2	8	0	0	0	0	12	\$1,362.00
Hydraulic Analysis	2	4	0	0	0	0	0	6	\$800.00
Conceptual Design	2	2	6	0	16	0	0	26	\$2,710.00
QC/QA Review	4	0	0	0	0	0	0	4	\$584.00
Field Survey Coordination	2	2	0	0	0	0	0	4	\$546.00
Geotechnical Investigation Coordination	2	2	0	0	0	0	0	4	\$546.00
Meetings	12	9	0	0	0	0	0	21	\$2,895.00
Task 1 Subtotal Hours	30	24	14	0	16	0	0	84	\$10,408.00
Task 2.0 - Design									
Waterline Plan/Profile Sheets (5 sheets)	1	6	18	5	20	0	0	50	\$5,319.00
Details (4 sheets)	1	2	4	2	18	0	0	27	\$2,808.00
Water Bypass Plan (1 sheet)	1	4	4	2	3	0	0	14	\$1,607.00
Specifications and Measurement and Payment	2	2	4	0	0	2	2	12	\$1,210.00
Cost Estimate and Bid Schedule	2	2	8	0	0	0	0	12	\$1,362.00
Utility Coordination and Meetings	6	6	0	0	0	0	0	12	\$1,638.00
Permitting	4	2	0	0	0	0	0	6	\$838.00
QC/QA Review	6	0	0	0	0	0	0	6	\$876.00
Meetings	12	9	0	0	0	0	0	21	\$2,895.00
Task 2 Subtotal Hours	35	33	38	9	41	2	2	160	\$18,553.00
Task 3.0 - Bidding Support Activities									
Address Comments	2	2	0	0	0	0	0	4	\$546.00
Bid Documents and Coordination	2	2	0	0	0	0	0	4	\$546.00
Bid Process Support	8	0	0	0	0	0	0	8	\$1,168.00
Task 3 Subtotal Hours	12	4	0	0	0	0	0	16	\$2,260.00
Task 4.0 - Construction Management									
Pre-Construction Meeting	4	4	0	0	0	0	0	8	\$1,092.00
Construction Adminstration	8	12	24	0	0	0	0	44	\$5,140.00
Task 4 Subtotal Hours	12	16	24	0	0	0	0	52	\$6,232.00
Task 5.0 - Post Construction									
Final Permitting	2	2	0	0	0	0	0	4	\$546.00
Record Drawings	2	5	0	6	12	0	0	25	\$2,853.00
Task 5 Subtotal Hours	4	7	0	6	12	0	0	29	\$3,399.00
Total Hours	93	84	76	15	69	2	2	312	\$40,852.00

LABOR = \$40,852.00

TOTAL UTILITIES = \$40,852.00

Client: Park City Municipal Corporation

Project : Lowell Avenue Re-Construction Design and Construction Management -

Utilities Bowen Collins and Associates

Total Fee:
\$5,612.00

Prepared:09/11/15

Activity - Task Description	Water/Sewer Design Lead & Utility Coordinator	Water Design Engineer	Sewer Design Engineer	Staff Engineer	Senior CAD	CAD	Clerical (Editor)	Clerical (Office)	TOTAL HOURS	Loaded
	\$146	\$127	\$109	\$102	\$127	\$97	\$69	\$59		
Task 1.0 - Preliminary Design										
Utility Investigation and SUE Coordination	2	4	6	12	0	16	0	4	44	\$4,466.00
Conceptual Design									0	\$0.00
Utility Coordination and Meetings	3	3	3	0	0	0	0	0	9	\$1,146.00
Task 1 Subtotal Hours	5	7	9	12	0	16	0	4	53	\$5,612.00
Total Hours	5	7	9	12	0	16	0	4	53	\$5,612.00

LABOR = \$5,612.00

TOTAL UTILITIES = \$5,612.00

Client: Park City Municipal Corporation

Project : Lowell Avenue Re-Construction Design and Construction Management

Prepared: 09/11/15

Direct Expenses

Item	Quantity	Unit	Unit Cost	Cost
Mileage	22000	mile	\$0.75	\$16,500.00
Phone during construction	6	months	\$75.00	\$450.00
Air card during construction	6	months	\$75.00	\$450.00
Mylar As Builts Roadway and Storm Drain	30	Each	\$3.00	\$90.00
AGEC Geotechnical Sub	1	Lump	\$14,100.00	\$14,485.00
PI Boards for Open Houses	1	Lump	\$800	\$800.00
Newspaper Ads	1	Lump	\$700	\$700.00
Utility Testholes	5	Each	\$1,100	\$5,500.00
TOTAL ESTIMATED EXPENSES				\$38,975.00

Client: Park City Municipal Corporation
Project : Lowell Avenue Re-Construction Design and Construction Management -

Public Involvement - VIA

Total Fee:
\$34,500.00

Activity - Task Description	PI SPECIALIST \$150	TOTAL HOURS	Loaded
Task 1.0 - Preliminary Design			
Prepare for and attend Kickoff Meeting	4	4	\$600.00
Prepare Draft PI Plan	4	4	\$600.00
Finalize PI Plan	2	2	\$300.00
Identify Stakeholders	6	6	\$900.00
Set up database	4	4	\$600.00
Provide Website information to Park City	4	4	\$600.00
Attend weekly team coordination meetings (assume 3 meeting)	9	9	\$1,350.00
Provide regular updates (Assume 2 written update)	2	2	\$300.00
Create messaging and project fact sheet	2	2	\$300.00
Hold Open House for all residents / interested parties from the community	10	10	\$1,500.00
Prepare for and hold 'neighborhood' or small issue meetings with the necessary stakeholders regarding potential impacts and initial design. (Assume 3)	12	12	\$1,800.00
Coordinate with news outlets to inform the community of the project.	6	6	\$900.00
Task 1 Subtotal Hours	65	65	\$9,750.00
Task 2.0 - Design			
Attend weekly team coordination meetings (assume 3 meetings)	9	9	\$1,350.00
Provide regular updates (Assume 4 bi-weekly written update)	4	4	\$600.00
Maintain database	2	2	\$300.00
Attend follow up meetings with the City Council and Mayor (Assume 2)	4	4	\$600.00
Prepare for and hold additional or follow up small issue meetings with the necessary stakeholders regarding potential impacts and initial design. (Assume 3)	9	9	\$1,350.00
Hold an onsite neighborhood meeting	8	8	\$1,200.00
Coordinate with news outlets to inform the community of the project.	4	4	\$600.00
Coordinate with design to send certified letter regarding the porject.	4	4	\$600.00
Updates to city council (assume write up)	2	2	\$300.00
Task 2 Subtotal Hours	46	46	\$6,900.00
Task 4.0 - Construction Management			
Attend weekly team construction coordination meetings (assume 26 meetings)	65	65	\$9,750.00
Provide regular updates (Assume weekly written update)	15	15	\$2,250.00
Maintain database	2	2	\$300.00
Provide updates to City Council and Mayor (Assume monthly written updates)	5	5	\$750.00
Prepare for and hold additional or follow up small issue meetings with the necessary stakeholders regarding potential impacts and initial design. (Assume 8)	12	12	\$1,800.00
Prepare community for construction using advertising	4	4	\$600.00
Hold a Meet the Contractor meeting	16	16	\$2,400.00
Task 4 Subtotal Hours	119	119	\$17,850.00
Total Hours	230	230	\$34,500.00
	\$34,500.00		\$34,500.00

LABOR = \$34,500.00

TOTAL PI = \$34,500.00